



**Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2016/17-20[21]¹
between programme countries**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details² (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb) Filozofski fakultet (Faculty of Humanities and Social Sciences)	HR ZAGREB 01	<u>Institutional coordinator:</u> Ida Ogulinac (Ms), erasmus.coordinator@unizg.hr , Tel: +385-1-46-98-128 Faculty of Humanities and Social Sciences Department of Hungarology, Turcology, and Judaic Studies dr. sc. Azra Abadžić Navaey, tel: ++ 385 1 4092 064 fax++385 1 6156 879, Email:mobilnost-turk@ffzg.hr Office for International Cooperation: tveljo@ffzg.hr Phone: ++ 385 1 4092 266; Fax: ++ 385 1 6156 879; http://www.ffzg.hr/international/	http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-and-studies/
<i>Karabük Üniversitesi</i> (<i>Karabuk University</i>)	TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail : oyaonalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year: The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
TR KARABUK01	HR ZAGREB 01	023/222	Languages and Philological Science(Turcology)	1 st , 2 st , 3 rd	2 students x 5 (10 months)	
HR ZAGREB 01	TR KARABUK01	023/222	Languages and Philological Science(Turcology)	1 st , 2 nd , 3 rd	2 students x 5 (10 months)	

* Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods]	Staff Mobility for Training *
TR KARABUK01	HR ZAGREB 01	023/222	Languages and Philological Science(Turcology)	10 days (2 persons x 5 days)	-
HR ZAGREB 01	TR KARABUK01	023/222	Languages and Philological Science(Turcology)	10 days (2 persons x 5 days)	-

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian	English, Turkish	B2	B2
TR KARABUK01		English	Turkish	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

HR ZAGREB01; In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: incoming@unizg.hr

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01:	10 May	10 November
TR KARABUK01	31 May	31 October

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

F. Information

1. Grading systems of the institutions

HR ZAGREB 01: <http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/>

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
TR KARABUK01	Kerim TANIS kerimtanis@karabuk.edu.tr 00903704336687/ 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

³ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/
TR KARABUK01	Kerim TANIS kerimtanis@karabuk.edu.tr 00903704336687/ 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB01	vlado.levak@sczgz.hr	http://www.unizg.hr/homepage/international-exchange/exchange-students/student-counselling-and-support-services/housing/
TR KARABUK01	Kerim TANIS kerimtanis@karabuk.edu.tr 00903704336687/ 00903704336697	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴ and stamp
HR ZAGREB 01	Prof. Vlatko Previšić, PhD Dean*	21.04.2015.	
TR KARABUK01	Prof. Dr. Refik Polat Rector		

* According to the Article 21 of the Statute, University of Zagreb, in the 15th session of the 344th academic year (2012/2013), held on 11 July 2013 University Senate reached a Decision that all the agreements relevant to one faculty or academy can be signed by the Dean of the relevant academy/faculty

⁴ Scanned signatures are accepted