



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

### among EU Member States and third countries associated to the Programme <sup>1</sup>

The institutions 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 organization and management of the mobility, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### **Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## Validity period of the agreement

Timeframe	Academic Year
Start of validity	[2022/2023]
End of validity	[2028/2029]

## A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites ( General/Faculties/ Course catalogue)
<p>Sveučilište u Zagrebu (University of Zagreb)</p> <p>Fakultet elektrotehnike i računarstva (Faculty of Electrical Engineering and Computing)</p>	<p><b>HR ZAGREB 01</b></p>	<p><u>Institutional coordinator:</u> Renata Hranjec (Ms), <a href="mailto:erasmus.coordinator@unizg.hr">erasmus.coordinator@unizg.hr</a> Tel: +385-1-46-98-128</p> <p><u>Faculty coordinator:</u> Ljiljana Brkić (Ms), <a href="mailto:erasmus@fer.hr">erasmus@fer.hr</a> Tel: +385-1-61-29-919</p>	<p><a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/">http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/degrees-studies-and-courses/</a></p> <p><a href="#">Course Catalogue - Undergraduate Study - Faculty of Electrical Engineering and Computing (unizg.hr)</a></p> <p><a href="#">Course Catalogue - Graduate Study - Faculty of Electrical Engineering and Computing (unizg.hr)</a></p> <p><a href="#">Course Catalogue - Doctoral programme - Faculty of Electrical Engineering and Computing (unizg.hr)</a></p>
<p>Istanbul Technical University</p>	<p>TR ISTANBU04</p>	<p>Erasmus Institutional Coordinator Feridun Boylu</p>	<p><a href="https://www.itu.edu.tr/">https://www.itu.edu.tr/</a></p>

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

		<a href="mailto:erasmus@itu.edu.tr">erasmus@itu.edu.tr</a>  Administrative Contact Sebla Kağnıcı Erol <a href="mailto:erasmus_agreements@itu.edu.tr">erasmus_agreements@itu.edu.tr</a> +90 212 285 7183	<a href="https://www.sis.itu.edu.tr/EN/index.php">https://www.sis.itu.edu.tr/EN/index.php</a>
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## B. Mobility numbers<sup>3</sup> per 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 (optional)* [ISCED 1]	Subject area name (optional)*	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods (SMS)	
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]
HR ZAGREB01	TR ISTANBU04	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3 students	15 months = 3 students x 5 months
		0713	Electricity and energy			
		0714	Electronics and automation			
TR ISTANBU04	HR ZAGREB01	061	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3 students	15 months = 3 students x 5 months
		0713	Electricity and energy			
		0714	Electronics and automation			

## TEACHING STAFF MOBILITY

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods (STA/STT)
HR ZAGREB01	TR ISTANBU04	061	Information and Communication Technologies (ICTs)	10 days = 2 persons x 5 days
		0713	Electricity and energy	
		0714	Electronics and automation	

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

TR ISTANBU04	HR ZAGREB01	061	Information and Communication Technologies (ICTs)	10 days = 2 persons x 5 days
		0713	Electricity and energy	
		0714	Electronics and automation	

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
HR ZAGREB 01	TR ISTANBU 04		All subjects areas above	2	2-5 days	2	2-5 days
TR ISTANBU0 4	HR ZAGREB 01		All subjects areas above	2	2-5 days	2	2-5 days

[\* Optional columns can be deleted if not applicable. Subject area code & name and study cycle are optional. 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 can be indicated if relevant.]

### 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	Optional: Subject area	Language of	Language of	Recommended language of instruction level <sup>4</sup>
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<sup>4</sup> 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>

[Erasmus code]		instruction 1	instruction 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB 01		Croatian	English	B2	B2
TR ISTANBU04		English	Turkish	EN:B1	EN:B2

## D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 01	1 <sup>st</sup> of March to 1 <sup>st</sup> of May	1 <sup>st</sup> of September to 1 <sup>st</sup> of November
TR ISTANBU04	1 June	1 November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 01	15 <sup>th</sup> of May	10 <sup>th</sup> of November
TR ISTANBU04	1 July	1 December

Application procedure for incoming students:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB 01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , +385 1 46 98 165	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/">http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/</a>
TR ISTANBU04	<a href="mailto:erasmus_incoming@itu.edu.tr">erasmus_incoming@itu.edu.tr</a> +90 212 285 7183	<a href="http://www.erasmus.itu.edu.tr/en/student-mobility/ka-103-(program-countries)/incoming-ka103">http://www.erasmus.itu.edu.tr/en/student-mobility/ka-103-(program-countries)/incoming-ka103</a>

## E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
HR ZAGREB 01		<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/">http://www.unizg.hr/homepage/international-exchange/exchange-students/how-to-apply/</a>	
XXX			

The University of Zagreb will send its decision no later than 8 weeks.

## Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available support services for people with:	Contact details (email, phone)	Website for information
HR ZAGREB 01	Students with: motor impairments, visual impairments, hearing impairments, chronic diseases, mental difficulties, specific learning difficulties such as dyslexia, dysgraphia, ADHD.	Office for Students with Disabilities, e-mail: <a href="mailto:uredssi@unizg.hr">uredssi@unizg.hr</a> , +385 (0)1 4564 405, +385 (0)99 4593 578	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/office-for-students-with-disabilities/">www.unizg.hr/homepage/international-exchange/exchange-students/student-services/office-for-students-with-disabilities/</a>
TR ISTANBU04		Unit for Students with Disability  <a href="mailto:engelsiz@itu.edu.tr">engelsiz@itu.edu.tr</a>	<a href="https://engelsiz.itu.edu.tr/">https://engelsiz.itu.edu.tr/</a>

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
HR ZAGREB 01	- Reduced mobility - Hearing impairments - Visual impairments - ...			<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/office-for-students-with-disabilities/">www.unizg.hr/homepage/international-exchange/exchange-students/student-services/office-for-students-with-disabilities/</a>
TR ISTANBU04			Unit for Students with Disability  <a href="mailto:engelsiz@itu.edu.tr">engelsiz@itu.edu.tr</a>	<a href="https://engelsiz.itu.edu.tr/">https://engelsiz.itu.edu.tr/</a>

## F. Information

### 1. 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 ZAGREB 01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , +385 1 46 98 165	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/">www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/</a>
TR ISTANBU04	<a href="mailto:yurtlar@itu.edu.tr">yurtlar@itu.edu.tr</a>	<a href="https://yurtburs.itu.edu.tr/yurt/yurtlarimiz">https://yurtburs.itu.edu.tr/yurt/yurtlarimiz</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 ZAGREB 01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , +385 1 46 98 165	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a>
TR ISTANBU0 4	Sebla Kağnıcı Erol <a href="mailto:erasmus_incoming@itu.edu.tr">erasmus_incoming@itu.edu.tr</a> +902122857183	<a href="http://www.erasmus.itu.edu.tr/en/student-mobility/ka-103-(program-countries)/incoming-ka103">http://www.erasmus.itu.edu.tr/en/student-mobility/ka-103-(program-countries)/incoming-ka103</a>

### 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
HR ZAGREB 01	<a href="mailto:incoming@unizg.hr">incoming@unizg.hr</a> , +385 1 46 98 165	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/">http://www.unizg.hr/homepage/international-exchange/exchange-students/before-coming-to-zagreb/</a>
TR ISTANBUO 4	Sebla Kağnıcı Erol <a href="mailto:erasmus_incoming@itu.edu.tr">erasmus_incoming@itu.edu.tr</a> +902122857183	<a href="http://www.erasmus.itu.edu.tr/en/student-mobility/ka-103-(program-countries)/incoming-ka103">http://www.erasmus.itu.edu.tr/en/student-mobility/ka-103-(program-countries)/incoming-ka103</a>

### 4. Additional information

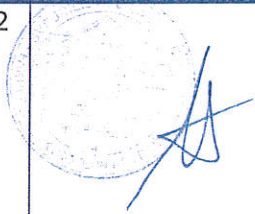

<b>Receiving institution [Erasmus code]</b>	<b>Information on recognition process / other useful information:</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
HR ZAGREB 01	ECTS and Grading System		<a href="http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/">www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/</a>
TR ISTANBUO4	Grading System		<a href="https://www.sis.itu.edu.tr/EN/regulations/exemption-grade-conversion.php">https://www.sis.itu.edu.tr/EN/regulations/exemption-grade-conversion.php</a>

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.

### Termination of the agreement

*In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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".*

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
HR ZAGREB 01	Prof. Gordan Gledec, Ph. D. Dean*	11.1.2022	
TR ISTANBU04	Prof. İsmail Koyuncu, Rector  Proxy by Prof. Feridun Boylu  ITU Erasmus/ ECTS/DS Institutional Coordinator	10.01.2022	

\* According to the Article 21 of the Statute, University of Zagreb, in the 15<sup>th</sup> session of the 344<sup>th</sup> 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

SVEUČILIŠTE U ZAGREBU Fakultet elektrotehnike i računarstva Lrnska 3, 10000 ZAGREB	
Uruđbirano: 11.1.2022 13:40	
Klasifikacijska oznaka <b>740-06/22-08/81</b>	
Uruđbeni broj: <b>251-67/316-22/1</b>	Priloga 0

Broj ugovora: 2022\397

<sup>5</sup> Scanned signatures are accepted