



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2017-21¹ 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 details ² (email, phone) | Website (eg. of the course catalogue) |
|---|--------------|---|--|
| Sveučilište u Zagrebu (University of Zagreb) FAKULTET POLITIČKIH ZNANOSTI FACULTY OF POLITICAL SCIENCE | HR ZAGREB 01 | Institutional coordinator: Ida Ogulinac (Ms) erasmus.coordinator@unizg.hr, Tel: +385-1-46-98-128 Faculty coordinator: Đana Luša, PhD, vice dean for science and international cooperation, dana.lusa@fpzg.hr tel: +385-1-46-42-112 | http://international.unizg.hr/international_students/exchange_students http://www.fpzg.unizg.hr/ |
| UNIVERSIDAD DE NAVARRA FACULTAD DE COMUNICACIÓN | E PAMPLON01 | <u>Institutional coordinator:</u> Anne Cassidy annecassidy@unav.es +34 948 425600 Ext. 802181 <u>International Relations Coordinator:</u> Cristina Pérez Guembe cpguembe@unav.es | www.unav.edu International Relations http://www.unav.edu/web/relaciones-internacionales/home Information for Exchange Students http://www.unav.edu/en/web/facultad-de- |

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.

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|-------|--|-----------------------------|---|
| | | + 34 948 425600 Ext. 802563 | comunicacion/oferta-docente http://www.unav.edu/en/web/facultad-de-comunicacion/internacionalidad/courses-in-english |
| [...] | | | |

B. Mobility numbers 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 [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 * |
| E PAMPLON 01 | HR ZAGREB 01 | 32 | Journalism and Information | 2 nd | 10 months (2 students x 5 months) | |
| HR ZAGREB 01 | E PAMPLON 01 | 32/329 | Journalism and Information | 1 st , 2 nd | 10 months (2 student x 5 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 * |
| E PAMPLON 01 | HR ZAGREB 01 | 32 | Journalism and Information | 10 days (2 persons x 5 days) | |
| | | 99 | Administrative | | 5 days (1 person x 5 days) |

| | | | | | |
|--------------------|--------------------|--------|----------------------------------|---------------------------------|----------------------------------|
| HR ZAGREB 01 | E PAMPLON0 1 | 32/329 | Journalism and Information | 10 days (2 persons x 5 days) | |
| | | 99 | Administrative | | 5 days (1 person 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 | B2 | B2 |
| E PAMPLON 01 | | Spanish | English | B2 | B2 |

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 PAMPLON01: The Universidad de Navarra has a Disability Support Office, which provides information and support to students and staff with disability. The office can be contacted at inclusivos@unav.es

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 ZAGREB 01 | 10 May | 10 November |
| E PAMPLON 01 | Nominations: 1 st April | Nominations: 15 September |

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>

| | | |
|--|-----------------------------------|--------------------------|
| | Applications: 1 st May | Applications: 15 October |
|--|-----------------------------------|--------------------------|

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

E PAMPLON 01: Partner institutions should send nominations to both secretariafcom@unav.es and cpguembe@unav.es
Application forms and instructions will be sent upon acceptance of nominations

HR ZAGREB 01:

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://international.unizg.hr/international_students/exchange_students/academic information](http://international.unizg.hr/international_students/exchange_students/academic_information)

E PAMPLON 01:

| | | |
|-----------|--------------|--------------|
| A+ | 10 | Excellent |
| A | 9-9,9 | Very Good |
| B | 7-8,9 | Good |
| C | 6-6,9 | Satisfactory |
| D | 5-5,9 | Pass |
| F | 0-4,9 | Fail |

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 ZAGREB 01 | incoming@unizg.hr , 00385 (0)1 4698105 | http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb |
| E PAMPLON 01 | International Office, Edificio Central programaerasmus@unav.es +34 948 42 56 00 Ext. 802181 | http://www.unav.edu/web/estudios/programa-internacional/alumnos-internacionales/immigration-procedures |

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 ZAGREB 01 | incoming@unizg.hr , 00385 (0)1 4698105 | http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb |
| E PAMPLON 01 | International Office, Edificio Central programaerasmus@unav.es +34 948 42 56 00 Ext. 802181 unavseguros@unav.es + 34 948 42 56 14 | http://www.unav.edu/en/web/admision-y-ayudas/asistencia-sanitaria |



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 ZAGREB 01 | vlado.levak@sczq.hr | http://international.unizg.hr/international_students/exchange_students/student_services/housing |
| E PAMPLON 01 | The housing office provides information on available accommodation. alojamiento@unav.es +34 948425614 ext. 802974 | http://www.unav.edu/web/admision-y-ayudas/alojamiento/tipos |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁴ |
|-------------------------------|--|----------|---|
| HR ZAGREB 01 | Lidija Kos-Stanišić Dean* | 3/2/2017 |  |
| E PAMPLON 01 | Mónica Herrero Subías, Dean, School of Communication | 8/2/2017 |  |

* 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