



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

**Inter-institutional<sup>1</sup> agreement 2018-2022<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**  
**[Minimum requirements]<sup>4</sup>**

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

**A. Information about higher education institutions**

Full name of the institution / country	Erasmus code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Website (eg. of the course catalogue)
Sveučilište u Zagrebu (University of Zagreb)	HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: +385 1 46 98 105; @: <a href="mailto:zpitner@unizg.hr">zpitner@unizg.hr</a>	<a href="http://www.unizg.hr/home/page/international-exchange/exchange-students/">http://www.unizg.hr/home page/international- exchange/exchange- students/</a>
University of Isfahan, Iran	Isfahan	Prof. Seyed Komail Tayebi, Phone: +98 913 114 1268, <a href="mailto:sk.tayebi@ase.ui.ac.ir">sk.tayebi@ase.ui.ac.ir</a>  Zahra Zamani, Phone: +98 913 128 1262	<a href="http://www.ui.ac.ir">http://www.ui.ac.ir</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</sup> Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement.

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## **B. Mobility numbers<sup>7</sup> 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.]*

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
Isfahan	HR ZAGREB 01	1015; 0311; 0488; 0410; 0532; 0310; 0314; 0521; 0230; 0231	Travel, tourism and leisure; Economics; Business, administration and law, interdisciplinary programmes; Business and administration; Earth sciences - Geography; Social and behavioural sciences; Sociology and cultural studies; Environmental sciences; Languages, Language acquisition (Persian) International Staff Week (IRO office)	42 days  (3 people x 14 days)	42 days  (3 people x 14 days)
		N/A			

<sup>7</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*;  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

HR ZAGREB B 01	Isfahan	1015; 0311; 0488; 0410; 0532; 0310; 0314; 0521; 0230; 0231  N/A	Travel, tourism and leisure; Economics; Business, administration and law, interdisciplinary programmes; Business and administration; Earth sciences - Geography; Social and behavioural sciences; Sociology and cultural studies; Environmental sciences; Languages, Language acquisition (Persian) IRO office – administrative / staff training	24 days (4 people x 6 days)	6 days (1 person x 6 days)
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### 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 or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>8</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
HR ZAGREB 01		Croatian	English	B2 according to CEFR or IELTS 5.5 – 6.5 or TOEFL	B2 according to CEFR or IELTS 5.5 – 6.5 or TOEFL 87-

<sup>8</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>

				87-109 or equivalent test/certificate	109 or equivalent test/certificate
Isfahan		Persian	English	B2 according to <u>CEFR</u>	B2 according to <u>CEFR</u>

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

#### **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.

Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.

Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

#### **Before mobility**

Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.

Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organizational support grants. See the information / insurance section for contact details.

Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

### **During and after mobility**

Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.

Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

### **E. Additional requirements**

HRZAGREB01: In case of additional requirements (such as students and staff with disabilities), the partner institution may address the IRO Office UNIZG, @: [zpitner@unizg.hr](mailto:zpitner@unizg.hr).

University of Isfahan: In case of additional requirements (such as students and staff with disabilities), the partner institution may address the IRO Office, @: [z\\_zamani85@yahoo.com](mailto:z_zamani85@yahoo.com).

*[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

### **F. Calendar**

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
HR ZAGREB 01	WINTER / 1 <sup>ST</sup> SEMESTER October 1 to February 28 Winter examination period (no classes) February 1 to 26	SUMMER / 2 <sup>ND</sup> SEMESTER March 1 to July 15 Summer examination period (no classes)

	Nomination / application by email to <a href="mailto:zeljka.pitner@unizg.hr">zeljka.pitner@unizg.hr</a> by 10 May	June 13 to July 15  Nomination / application by email to <a href="mailto:zeljka.pitner@unizg.hr">zeljka.pitner@unizg.hr</a> by 10 November
Isfahan	WINTER / 1ST SEMESTER  February 2 <sup>th</sup> – June 1 <sup>th</sup>  June 9 <sup>th</sup> – June 22 <sup>th</sup> exam time (no classes)  Prof. Seyed Komail Tayebi, Phone: +98 913 114 1268, <a href="mailto:sk.tayebi@ase.ui.ac.ir">sk.tayebi@ase.ui.ac.ir</a>  Zahra Zamani, Phone: +98 913 128 1262  <a href="mailto:z_zamani85@yahoo.com">z_zamani85@yahoo.com</a>	SUMMER / 2ND SEMESTER September 15 <sup>th</sup> -January 3 <sup>th</sup> January 12 <sup>th</sup> – January 25 <sup>th</sup> exam time (no classes) Prof. Seyed Komail Tayebi, Phone: +98 913 114 1268, <a href="mailto:sk.tayebi@ase.ui.ac.ir">sk.tayebi@ase.ui.ac.ir</a>  Zahra Zamani, Phone: +98 913 128 1262  <a href="mailto:z_zamani85@yahoo.com">z_zamani85@yahoo.com</a>

[\* 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

The present agreement is valid for the above mentioned period. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on terms as agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated upon prior notice by one of the Universities to the other in writing and not later than one year before the termination date, without prejudice to the activities under way.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]*

## G. Information

### 1. Grading systems of the institutions

HRZAGREB01: Grading System at UNIZG: <http://www.unizg.hr/homepage/study-at-the-university-of-zagreb/academic-information/the-ects-system-and-student-progress-assessment/>

Grading System at University of Isfahan (Undergraduate):

Grade	Scale 1	Description
18-20	A	Excellent
14-17.99	B	Good
12-13.99	C	Fair
10-11.99	D	Acceptable (weak)
Below 10	F	Fail

Grading System at University of Isfahan (Postgraduate):

Grade	Scale 1	Description
18-20	A	Excellent
14-17.99	B	Good
12-13.99	C	Fair
Below 12	F	Fail

*Acceptable distinction*

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>9</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

## 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 or city]	Contact details (email, phone)	Website for information
HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: 00385 1 46 98 105; @: <a href="mailto:zpitner@unizg.hr">zpitner@unizg.hr</a>	<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>
Isfahan	Hoori Zarei, <a href="mailto:Int-office@ui.ac.ir">Int-office@ui.ac.ir</a> <a href="mailto:iinternationaloffice@yahoo.com">iinternationaloffice@yahoo.com</a>	<a href="http://www.ui.ac.ir/ShowPage.aspx?page=form&amp;order=show&amp;lang=2&amp;sub=107&amp;PageId=11151&amp;codeV=1&amp;tempname=IntrnationalEN">http://www.ui.ac.ir/ShowPage.aspx?page=form&amp;order=show&amp;lang=2&amp;sub=107&amp;PageId=11151&amp;codeV=1&amp;tempname=IntrnationalEN</a>

<sup>9</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

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### 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 or city]	Contact details (email, phone)	Website for information
HR ZAGREB 01	Zeljka Pitner, IRO UNIZG (Ms); Phone: 00385 1 46 98 105; @: <a href="mailto:zpitner@unizg.hr">zpitner@unizg.hr</a>	<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>
Isfahan	Hoori Zarei, <a href="mailto:Int-office@ui.ac.ir">Int-office@ui.ac.ir</a> <a href="mailto:iinternationaloffice@yahoo.com">iinternationaloffice@yahoo.com</a> +98 31 3793 2039	

### 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 or city]	Contact details (email, phone)	Website for information
HR ZAGREB 01	<a href="mailto:vlado.levak@sczg.hr">vlado.levak@sczg.hr</a>	<a href="http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/">http://www.unizg.hr/homepage/international-exchange/exchange-students/student-services/housing/</a>
Isfahan	Neda Naderi <a href="mailto:Int-office@ui.ac.ir">Int-office@ui.ac.ir</a> <a href="mailto:Isco1.ui@gmail.com">Isco1.ui@gmail.com</a> +98 31 3793 2039	<a href="http://www.ui.ac.ir/index.aspx?lang=2&amp;sub=105">http://www.ui.ac.ir/index.aspx?lang=2&amp;sub=105</a>

### H. Organizational Support (OS)

Within the project the UNIZG will receive organizational support as contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education and inter-institutional agreement between Programme and Partner Countries.


The financing mechanism of the OS is based on the number of participants: ≤ 100th participant: 350 EUR; > 100th participant: 200 EUR.

The partners in the project agree that the UNIZG will use OS to cover costs directly linked to the implementation of mobility activities (excluding participant subsistence and travel).

**I. Intellectual Property Right**

The higher education institutions recognize that the visiting students, researchers and academic staff will sign a separate agreement on confidentiality and the protection of the intellectual property rights of the hosting university, when necessary.

# **K. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>10</sup>
HR ZAGREB 01	Professor Damir Boras, Phd, Rector	28/07/2018	
University of Isfahan, Isfahan	Prof. Hooshang Talebi, Phd, President	25/07/2018	H. Talebi



<sup>10</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation