



University of
Zagreb



Erasmus+
Enriching lives, opening minds.

UNIVERSITY OF ZAGREB
Erasmus Information Sheet - Erasmus+ ICM mobility – PARTNER COUNTRIES (KA171)

Full Legal Name of Institution	SVEUČILIŠTE U ZAGREBU / UNIVERSITY OF ZAGREB
Erasmus ID Code	HR ZAGREB01
Rector	Professor Stjepan Lakušić, PhD
Vice-rector for International and Inter-institutional Cooperation	Professor Jurica Pavičić, PhD
Website	http://www.unizg.hr ; in English: http://www.unizg.hr/homepage/
Head of IRO Office	Branka Roščić (dr. phil.), head.international@unizg.hr Phone: 00385 1 46 98 101
Erasmus+ Institutional Coordinator	Renata Hranjec (Ms), erasmus.coordinator@unizg.hr Phone: 00385 1 46 98 128
Erasmus+ KA171 partner countries coordinator (agreements, student & staff mobility)	Željka Pitner (Ms), zeljka.pitner@unizg.hr ; erasmus.noneu@unizg.hr Phone: 00385 1 46 98 105 Tomislav Hrga (Mr), thrga@unizg.hr
Incoming Student Mobility	Hrvoje Nikolić (Mr), incoming@unizg.hr Phone: 00385 1 46 98 165
Erasmus+ Outgoing Student Mobility	Maja Grđan (Ms), erasmus-student-sms@unizg.hr Phone: 00385 1 46 98 106 Ivana Matijašević (Ms), erasmus-outgoing@unizg.hr Phone: 00385 1 46 98 126
Financial Management	Marija Jakovljević (Ms), mjakovljevic@unizg.hr Phone: +385 1 46-98-108
Academic staff mobilities, moveon database, Erasmus+ 131 IIA agreements coordinator	Ratimira Šimundić (Ms), rsimundi@unizg.hr Phone: +385 1 4593
Outgoing Erasmus+ Placements	Ružica Bruvo (Ms), placement@unizg.hr , Phone: 00385 1 46 98 107
Staff Mobility	Emina Lehkec (Ms), staff@unizg.hr , Phone: 00385 1 46 98 102
Erasmus+ BIP programmes	Valentina Vajdić Cimperšak, erasmus.bip@unizg.hr Phone: +385 1 4593 578



Erasmus + Inter-institutional Agreements for Partner Countries

Erasmus+ Inter-institutional Agreements for Partner countries

Erasmus+ inter-institutional agreements are arranged at the central level by the partner HEI and the IRO office University of Zagreb and in coordination with the faculties / art academies of the UNIZG. The list of partners in Erasmus+ KA107 can be found on the following UNIZG page - [link](#).

The Erasmus+ inter-institutional agreement need to be signed prior to the mobility start.

Recommended / Obligatory Language Skills*

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01	Croatian	English	B2 (<u>obligatory</u>)	B2

*For more details on the language of instruction see the [UNIZG Course catalogue](#).

Additional requirements

In case of additional requirements regarding the academic, organisational or other aspects of mobility (e. g. students with special needs), please contact the UNIZG International Office KA107 project coordinator: Ms Zeljka Pitner, erasmus.noneu@unizg.hr.

Academic information

Academic year: October 1 to September 30

1st / WINTER SEMESTER

Teaching period

- October 1 to January 31

Winter examination period

(no classes)

- February 1 to February 28

2nd / SUMMER SEMESTER

Teaching period

- March 1 to June 10

Summer examination period

(no classes)

- June 12 to July 15

The list of national holidays is available at the following [link](#).

Student progress assessment: the UNIZG uses the ECTS – European Credit Transfer System and the national grading scale that consists of five grades with numerical equivalents, 1 being the lowest grade (fail) and 5 the highest (excellent). For more information visit the [link](#).



Student and Staff Nomination & Application Procedures

STUDENTS

NOMINATIONS

Nominations are sent to

erasmus.noneu@unizg.hr

It is recommended that the home institution nominates its students 3-4 weeks before the application deadline so students have sufficient to apply.

APPLICATION PROCEDURE

Complete applications (with all the required documents) need to reach the University of Zagreb by the following **APPLICATION DEADLINES**

Receiving institution [Erasmus code]	1st / WINTER TERM (starting in the last week of September)	2nd / SUMMER TERM (starting in the last week of February)
HR ZAGREB 01	10 May	10 November

Nominations for students are **sent to:**

- **Zeljka Pitner** erasmus.noneu@unizg.hr ;

Application must be done through the IRO office. Application form (ON-LINE application) and other supporting documents are available at the following [link](#):

- [Courses / Study Programmes in English](#)
- [Courses / Study Programmes](#)

The UNIZG sends its decision on the acceptance of the student **within 8 weeks** (directly to the applicant).

VISA

Students need to apply for visa if they come from a country with a visa regime with Croatia – please check the [UNIZG website](#) for the visa application procedure & requirements.

STUDENT HOUSING

Housing is provided and guaranteed to students from partner countries in the 3 student halls of residence. Students need to apply through online housing form which is a part of the application form for student exchange. More information on the UNIZG student halls of residence is available at the [link](#).

INSURANCE

All mobile student need to have a health & accident insurance policy that covers the days of travel and stay in Croatia. The minimum coverage for the countries with visa regime in Croatia is 30.000EUR. For more information please visit the [UNIZG website](#).



ERASMUS+ FINANCIAL SUPPORT	The financial support corresponds to EUR 800,00 per month and EUR 26,67 per extra days. Students receive 70% of the payment for the entire period at the start of their exchange, within 2 weeks after signing the individual grant agreement, and 30% in the last month, after filling in the Erasmus+ mobility report. The full amount to be paid to the student will be set in the grant agreement and according to the dates / days spent on study exchange at UNIZG.
AREAS OF STUDY / COURSES	Students are allowed to enrol in programmes / courses offered by UNIZG faculties / academies according to the Inter-institutional agreement with the partner HEI and respecting the specific requirements (like course pre-requisites, etc.).
CROATIAN LANGUAGE COURSE	Croaticum – Centre for Croatian as Foreign and Second Language organizes courses for exchange students that wish to learn Croatian language. More information is available at the link .
COURSE REGISTRATION	Exchange students enrol upon their arrival in Zagreb (not before) at the UNIZG faculty / academy they will attend.
ToR - AVAILABILTY	At the end of student exchange TRANSCRIPT OF RECORDS will be issued by the faculty / academy of the UNIZG no later than 5 weeks after the assessment period has finished at the receiving faculty / academy.
STAFF (ACADEMIC & ADMINISTRATIVE)	
NOMINATION	A scanned copy of the work plan of the staff member is to be sent to Zeljka Pitner (Ms), @: erasmus.noneu@unizg.hr + passport scan ➤ the actual start of mobility / arrival should be planned minimum 90 days in advance.
ELIGIBLE EXCHANGE PERIOD	From the end of October until end of May next year.
INSURANCE	All mobile staff members need to have a health & accident insurance policy that covers the days of travel and stay in Croatia. Minimum coverage for the countries with visa regime in Croatia is 30.000EUR.



FINANCIAL SUPPORT	INDIVIDUAL SUPPORT	TRAVEL
	<p>Amount per participant per day: 100 € (reference rate) ≤14 days =reference rate 15-60 days = 70% of reference rate Rule of allocation: based on the duration of the stay per participant, including also one travel day before the activity and one travel day following the activity</p>	<p>1 return plane ticket (bought by the UNIZG) - from the place of origin of the scholar to the venue of the activity and return</p>
<p>TYPES OF ACTIVITY SUPPORTED</p> <p>➤ depending on the Inter-institutional Erasmus+ Agreement with HEI</p>	<p>STAFF MOBILITY FOR TEACHING</p> <p>A teaching activity has to comprise a minimum of 8 hours of teaching per week (or any shorter period of stay). If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week should be proportional to the duration of that week</p> <p>BEFORE the mobility start a teacher from the partner university will establish communication with his / her counterpart at UNIZG to arrange teaching activities; teaching activities need to be set in the so-called <i>Staff mobility for teaching - mobility agreement</i>.</p>	<p>STAFF MOBILITY FOR TRAINING</p> <p>This activity supports the professional development of staff in the form of training events abroad (excluding conferences) and job shadowing/observation periods/training at a partner HEI, or at another relevant organisation abroad. Training may take the form of: a short secondment period, job-shadowing, attendance at workshops or courses, attendance at a staff training week.</p> <p>Training programming could be built around: the transfer of knowledge and good practise, learning from shared experience, the acquiring of new practical skills, to discovery of new ideas for teaching and learning.</p> <p>BEFORE the mobility start a staff member from the partner university will establish communication with his / her counterpart at UNIZG to arrange training activities; training activities need to be set in the so-called <i>Staff mobility for training - mobility agreement</i>.</p>