



University College of Economics, Entrepreneurship and Management Nikola Šubić Zrinski



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

**Inter-institutional agreement 2014 – 2021**  
**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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
YILDIZ TECHNICAL UNIVERSITY	TR ISTANBU07	<b><u>Institutional:</u></b> Prof. Dr. Ali Rıza BÜYÜKUSLU ( <i>Coordinator</i> ) Tel: +90 212 383 5650 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>  <b><u>Departmental:</u></b> Assoc. Prof. Dr. Emel Esen +9 0212 383 68 53 <a href="mailto:yildizerasmus.mgmt@gmail.com">yildizerasmus.mgmt@gmail.com</a>	<a href="http://www.bologna.yildiz.edu.tr">www.bologna.yildiz.edu.tr</a>
University College of Economics, Entrepreneurship and	HR ZAGREB07	Vice Dean for Development and International Cooperation Dimitrije Milojević, MA	<a href="http://www.zrinski.org/nikola/">http://www.zrinski.org/nikola/</a>

<sup>1</sup> In case of amendments to these details, please contact the respective ERASMUS Institutional Coordinator.

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Management Nikola Subic Zrinski		Selska cesta 119 10 110 Zagreb, Croatia Tel: +385 1 3647 098 Fax: +385 1 3014 793 E-mail: <a href="mailto:dimitrije.milojevic@zrinski.org">dimitrije.milojevic@zrinski.org</a>	

## 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 September in the preceding academic year.

### Student Mobility for Studies

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods for studies (months per student) <sup>2</sup>	Number of student mobilities for traineeship
TR ISTANBU07	HR ZAGREB07	04	Business Administration	1 <sup>st</sup> 2 <sup>nd</sup>	2 students * 5 months (each)	By individual agreement
HR ZAGREB07	TR ISTANBU07	04	Business and Administration	1 <sup>st</sup> 2 <sup>nd</sup>	2 students * 5 months (each)	By individual agreement

### Staff Mobility for Teaching and Training

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 (days per person) <sup>3</sup>	
				Staff mobility for teaching	Staff mobility for training
TR ISTANBU07	HR ZAGREB07	04	Business Administration	5 days/ 2 staff /min 8 hours of lecture	5 days/3 staff
HR ZAGREB07	TR ISTANBU07	04	Business and Administration	8days/approx. 2 people/min 8 hours of lecture	12 days/ up to 3 people

<sup>2</sup> Total number of months of per student

<sup>3</sup> Total number of days per person, minimum 8 teaching hours per mobility period

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	HR ZAGREB07	English	Turkish	B1	B2
HR ZAGREB07	TR ISTANBU07	Croatian	English	B1	B2

### D. Additional requirements

#### Additional requirements at University College of Economic, Entrepreneurship and Management Nikola Subic Zrinski

UCEEM-NSZ welcomes students with functional and other disabilities and provides them with all the necessary help in their studies and stay on UCEEM-NSZ.

### E. Calendar

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

Receiving institution [Erasmus code]	Winter term [month]	Summer term [month]
TR ISTANBU07	Application period: 15 <sup>th</sup> May-15 <sup>th</sup> July	Application period: 15 <sup>th</sup> October-15 <sup>th</sup> December
HR ZAGREB07	Application: 1 <sup>ST</sup> JUNE	Application: 1 <sup>ST</sup> DECEMBER

2. The receiving institution will send its decision within six weeks.

<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>

### 3. Academic calendar:

Receiving institution [Erasmus code]	Winter term [from...to...]	Summer term [from...to...]
TR ISTANBU07	Mid September-Mid January -exact date to be announced at <a href="http://www.eu.yildiz.edu.tr/sayfa/16/Erasmus-Calendar/171">http://www.eu.yildiz.edu.tr/sayfa/16/Erasmus-Calendar/171</a>	Mid-February-Mid June -exact date to be announced at <a href="http://www.eu.yildiz.edu.tr/sayfa/16/Erasmus-Calendar/171">http://www.eu.yildiz.edu.tr/sayfa/16/Erasmus-Calendar/171</a>
HR ZAGREB07	3 <sup>rd</sup> OCTOBER - 3 <sup>rd</sup> FEBRUARY* *exact date of start of winter term depends on Academic calendar of each academic year and it is necessary to check it each year before application	6 <sup>TH</sup> MARCH – 16 <sup>TH</sup> JUNE* *exact date of start of summer term depends on Academic calendar of each academic year and it is necessary to check it each year before application

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1<sup>st</sup> September 20xx will only take effect as of 1 September 20xx+1. Students selected prior to the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading system of the institutions

#### **University College of Economics, Entrepreneurship and Management Nikola Subic Zrinski**

The following grading system is used for all types of evaluations/examinations:

5=Excellent, 4=Very good, 3=Good, 2=Fair, 1=Fail

Some courses do not have a grade; they are only marked as approved  
OF = Obligation Fulfilled

#### **YILDIZ TECHNICAL UNIVERSITY**

The following grading system is used for all types of evaluations/examinations:

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

## **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
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.goc.gov.tr/main/Eng_3">http://www.goc.gov.tr/main/Eng_3</a> <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>
HR ZAGREB07	Vice Dean for Development and International Cooperation Dimitrije Milojević, MA +385 1 3647 098 <a href="mailto:dimitrije.milojevic@zrinski.org">dimitrije.milojevic@zrinski.org</a>	<a href="http://www.zrinski.org/nikola/">http://www.zrinski.org/nikola/</a>

## **3. Insurance**

Insurance cover is not automatically provided. 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.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a> <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>
HR ZAGREB07	Vice Dean for Development and International Cooperation	<a href="http://www.zrinski.org/nikola/">http://www.zrinski.org/nikola/</a>



	Dimitrije Milojević, MA +385 1 3647 098 dimitrije.milojevic@zrinski.org	
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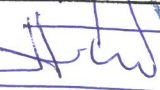
#### 4. Housing

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 will be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	
HR ZAGREB07	Vice Dean for Development and International Cooperation Dimitrije Milojević, MA +385 1 3647 098 <a href="mailto:dimitrije.milojevic@zrinski.org">dimitrije.milojevic@zrinski.org</a>	<a href="http://www.zrinski.org/nikola/">http://www.zrinski.org/nikola/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
TR ISTANBU07	Prof. Dr. Ali Rıza BÜYÜKUSLU <i>Coordinator</i>	01/11/17	
HR ZAGREB07	Ivica Katavić, PhD <b>Dean</b>	09/10/17	



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