



Algebra
university college for
applied computer engineering

Erasmus+ Programme

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

Inter-institutional agreement 2014-2020 **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 details¹ (email, phone)	Website (eg. of the course catalogue)
Visoko učilište Algebra – visoka škola za primijenjeno računarstvo (University college Algebra - university college for applied computer engineering)	HR ZAGREB11	Zoran Jančić, Erasmus Coordinator erasmus@racunarstvo.hr , phone: +385-1-2222-137 fax: +385-1-2222-183, Postal address: Ilica 242, Zagreb 10000, Croatia	https://www.racunarstvo.hr/en/
ENSIIE	FR EVRY05	Amélie Coince, Administrative Coordinator International Relations Office ENSIIE, 1 Square de la Résistance 91025 Evry Cedex, France rel-int@ensiie.fr phone : +33 169 36 73 15	www.ensiie.fr/international/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² per 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 or average duration*]	Student Mobility for Traineeships *
HR ZAGREB1 1	FR EVRY05	06	Information and Communication technologies (ICTs)	1st , 2nd	2 students 5 months per student	2 students 3 months per student
FR EVRY05	HR ZAGREB11	06	Information and Communication technologies (ICTs)	1st , 2nd	2 students 5 months per student	2 students 3 months per student

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 or average duration *]	Staff Mobility for Training *
HR ZAGREB11	FR EVRY05	06	Information and Communicatio n technologies (ICTs)	2 persons 5 days per person	2 persons 5 days per person
		054	Mathematics and statistics	2 persons 5 days per person	2 persons 5 days per person

² 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>)

FR EVRY05	HR ZAGREB11	06	Information and Communication technologies (ICTs)	2 persons 5 days per person	2 persons 5 days per person
		054	Mathematics and statistics	2 persons 5 days per person	2 persons 5 days per person

[*Optional: 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 or average duration 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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR ZAGREB11		English	Croatian	B2	B2
FR EVRY05		French	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

F EVRY05

To follow courses, ENSIIE recommends a good understanding of French (Level B1 or B2). But no certificate is required. For now, all courses are in French but we are working on creating courses in English.

For more details, see the course catalogue:

<http://www.ensiie.fr/formations/ingenieur-ensiie/article/enseignements>

ENSIIE organizes every year free pre-sessional French courses. All international students are strongly encouraged to join this programme to improve their language skills. It lasts four weeks in August and mixes intensive French courses with cultural activities.

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>

M

D. Additional requirements

[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]

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

HR ZAGREB11

Information on the application is available at:
<http://www.racunarstvo.hr/en/admissions.aspx>

FR EVRY 05

Nomination and Application procedure:

All applicants must be nominated by the partner university by email at rel-int@ensiie.fr
Specifying the following details:

- Complete Name
- E-mail
- Period of Stay and Exchange Programme
- Learning Agreement signed by the partner university
- Application for housing (if needed)

Acceptance:

Nominated students will receive a letter of admission by e-mail

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 ZAGREB11 (1) Application deadlines	July 1st	November 15th
HR ZAGREB11 (2) Academic Year (Courses Period)	End of September – beginning of February	End of February – end of June
FR EVRY05 (1) Application deadlines	June 20	November 1st
FR EVRY05 (2) Courses period	September - January	February - May
FR EVRY05 (3) Internship period	mid-June to August (1 st cycle) mid- February to August (2 nd cycle)	

2. The receiving institution will send its decision within 4 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

[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."]

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. 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.]

HR ZAGREB11	
<p>Grades for each course are determined accordingly to number of points gathered by each student. There is a total of 100 points available (similar to 100%) for each course, and grades corresponds to points as follows:</p> <p>1 insufficient (1) (E) – 0,00- 50,00% 2 sufficient (2) (D) – 50,01 – 58,00% 3 good (3) (C) – 58,01 – 75,00 % 4 very good (4) (B) – 75,01 – 92,00% 5 excellent (5) (A) – 92,01 – 100,00%</p> <p>Points can be gained for number of achievements that are different for each course. In typical course points could be as follows:</p> <p>3- 5 – if student is present and active on 100% of lectures and lab's 5- 10 – maximum available for homework 5- 10 – maximum available for personal seminar 20 - 25 – first mid term exam 20 - 25 – second mid term exam 20 - 25 – third mid term exam 20 - 25 – final exam in oral form</p> <p>During each element of examination (i.e. mid term exam) there are clear link between questions / tasks and learning outcomes. In such a structure we can assure that no points are scored per each examination unless at least minimum threshold is reached per each learning outcome tested. By doing so, we can guarantee that each student who at least got passing grade D has knowledge that covers each of the learning outcomes to the satisfactory extent.</p>	<p>ENSIIE uses the European Credit Transfer System</p> <p>http://www.ensiie.fr/formations/ingenieur-ensiie/article/enseignements</p>

⁴ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 ZAGREB11	erasmus@racunarstvo.hr , phone: +385-1-2222-137 fax. +385-1-2222-183	http://www.mvep.hr/en/consular-information/visas/visa-requirements-overview/ https://www.racunarstvo.hr/en/
FR EVRY05	rel-int@ensiie.fr phone: +33 169367315	Information regarding visa matters is provided when needed

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 ZAGREB11	erasmus@racunarstvo.hr , phone: +385-1-2222-137 fax. +385-1-2222-183	http://www.hzzo.hr/en/travel-insurance/english-you-are-an-eu-citizen https://www.racunarstvo.hr/en/
FR EVRY05	rel-int@ensiie.fr phone: +33 169367315	Information regarding insurance matters is provided when needed


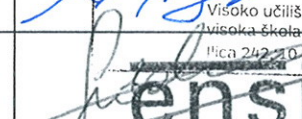
4. Housing

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 ZAGREB11	erasmus@racunarstvo.hr , phone: +385-1-2222-137 fax. +385-1-2222-183	http://www.chillout-hostel-zagreb.com/ http://www.racunarstvo.hr/en/accomodation.aspx
FR EVRY05	rel-int@ensiie.fr phone: +33 169367315	ENSIIE can provide housing. Students must specify it in their application

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
HR ZAGREB11	Mr.Sc. Mislav Balković, Dean	01.04.2014.	 Algebra Visoko učilište Algebra - visoka škola za primijenjeno računarstvo Plica 242 210 000 Zagreb
FR EVRY05	Mr. Ménad Sidahmed Director	21/03/2014	 ensiie

⁵ Scanned signatures are accepted