



# Erasmus+ Programme

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

### Inter-institutional agreement 2018-21 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 (email, phone)	Website (eg. of the course catalogue)
ZAGREB SCHOOL OF BUSINESS		Institutional Erasmus Coordinator:  Prof. Neven Šipić, Erasmus coordinator <a href="mailto:neven.sipic@pvzg.hr">neven.sipic@pvzg.hr</a> Marketing department Ulica grada Vukovara 68, 10000 Zagreb, Croatia +385 95 536 5016	<a href="http://www.vpsz.hr/en/article/what-does-zagreb-school-of-business-have-to-offer-49/">http://www.vpsz.hr/en/article/what-does-zagreb-school-of-business-have-to-offer-49/</a>  <a href="http://www.vpsz.hr/media/files/COURS_ES.pdf">http://www.vpsz.hr/media/files/COURS_ES.pdf</a>  <a href="http://www.vpsz.hr/media/files/vpsz_brosura_marketing_en_web_5fv6LC1.pdf">http://www.vpsz.hr/media/files/vpsz_brosura_marketing_en_web_5fv6LC1.pdf</a>  <a href="http://www.vpsz.hr/media/files/VPSZ_bro%C5%A1ura_kultura_en_web_103TOxH.pdf">http://www.vpsz.hr/media/files/VPSZ_bro%C5%A1ura_kultura_en_web_103TOxH.pdf</a>  <a href="http://www.vpsz.hr/media/files/vpsz_brosura_opskrbni-lanci_en_web_LWc1Zjh.pdf">http://www.vpsz.hr/media/files/vpsz_brosura_opskrbni-lanci_en_web_LWc1Zjh.pdf</a>
NOVI SAD SCHOOL OF BUSINESS	RS NOVISAD01	Institutional Erasmus Coordinator:  Prof. Željko Račić, Erasmus coordinator <a href="mailto:raciczeljko@gmail.com">raciczeljko@gmail.com</a> Vladimira Perića- Valtera 4, 21000 Novi Sad +381 21 4854013	<a href="https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/">https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/</a>  <a href="https://www.vps.ns.ac.rs/en/studies/undergraduate-applied-studies/">https://www.vps.ns.ac.rs/en/studies/undergraduate-applied-studies/</a>  <a href="https://www.vps.ns.ac.rs/en/studies/specialist-applied-studies/">https://www.vps.ns.ac.rs/en/studies/specialist-applied-studies/</a>  <a href="https://www.vps.ns.ac.rs/en/studies/master-applied-studies/">https://www.vps.ns.ac.rs/en/studies/master-applied-studies/</a>

## B. Mobility numbers 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.]

FROM [Erasmus code of the sending Institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED 2013]	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	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
RS NOVISAD01	HRZAGREB21		Finance and banking, Tourism and hospitality, Trade and international business, Entrepreneurship, Applied informatics, Banking and stock trading, Management, International business and finance	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5months	
RS NOVISAD01	HRZAGREB21		Finance and banking, Tourism and hospitality, Trade and international business, Entrepreneurship, Applied informatics, Banking and stock trading, Management, International business and finance	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5months	
HRZAGREB21	RS NOVISAD01		Marketing, Communications, Management and production in culture	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x5 months	
HRZAGREB21	RS NOVISAD01		Marketing, Communications, Management and production in culture	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5months	

FROM	TO	Subject	Subject	Number of staff mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code  [ISCED 2013]	area name	Staff Mobility for Teaching  [total number of days of teaching periods or average duration]	Staff Mobility for Training
RS NOVISAD01	HRZAGREB21		Finance and banking, Tourism and hospitality, Trade and international business, Entrepreneurship, Applied informatics, Banking and stock trading, Management, International business and finance	2 x 5 days	1 x 5 days
RS NOVISAD01	HRZAGREB21		Finance and banking, Tourism and hospitality, Trade and international business, Entrepreneurship, Applied informatics, Banking and stock trading, Management, International business and finance	2 x 5 days	1 x 5 days
HRZAGREB21	RS NOVISAD01		Marketing, Communications, Management and production in culture	2 x 5 days	1 x 5 days
HRZAGREB21	RS NOVISAD01		Marketing, Communications, Management and production in culture	2 x 5 days	1 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RS NOVISAD01	All	SERBIAN	English	B1	B2
HRZAGREB21	All	CROATIAN	English	B1	B2

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

## D. Additional requirements

### NOVI SAD SCHOOL OF BUSINESS

- In case, if the application documents aren't in Serbian or English, the applicants have to add the authorized translation of these documents.
- It is not possible for exchange students to defend their BA/MA thesis at the host university.
- Incoming international staff members should apply for visits at the Novi Sad school of business Office for International Cooperation and Projects (international.office@vps.ns.ac.rs)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Applicants have to take care of sufficient health insurance.
- Novi Sad School of Business welcomes students and staff with disabilities. For further details regarding this matter please check with relevant contact person.

### ZAGREB SCHOOL OF BUSINESS

- In case, if the application documents aren't in Croatian or English, the applicants have to add the authorized translation of these documents.
- It is not possible for exchange students to defend their BA/MA thesis at the host university.
- Incoming international staff members should apply for visits at the International Office of Zagreb School of Business (neven.sipic@pvzg.hr)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Applicants from outside the EU have to take care of sufficient health insurance
- Zagreb School of Business welcomes students and staff with disabilities. For further details regarding this matter please check with relevant contact person

<sup>1</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>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
RS NOVISAD01	June 15th (Semester 1/winter semester)	November 15th (Semester 2/Spring semester)
HRZAGREB21	Nomination: 30th June (Semester 1/winter semester and full year)  Application deadline: 31st July	Nomination: 30th September (Semester 2/Spring semester)  Application deadline: 30th October

### RS NOVISAD01

1. The receiving institution will send its decision within **4 weeks from the application deadline**.
2. A Transcript of Records with attendance dates will be issued by the receiving institution no later than **5 weeks after the assessment period** has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.
3. 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### HRZAGREB21

1. The receiving institution will send its decision within **4 weeks from the application deadline**.
2. A Transcript of Records with attendance dates will be issued by the receiving institution no later than **5 weeks after the assessment period** has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.
3. 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. 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

#### RS NOVISAD01

All study programmes at Novi Sad School of Business are conducted in accordance with Bologna principles. European Credit Transfer System (ECTS) stands for an evaluation of student's work in acquiring knowledge, abilities and skills and is fully applied to all study programmes and subjects. The allocation of ECTS points by subjects is based on students' burdens necessary to achieve learning outcomes. One ECTS point corresponds to 25-30 hours of student's work. Points are awarded only when all the necessary activities within a subject are successfully mastered. One academic year equals 60 ECTS points and 30 ECTS points equal one semester. Learning Agreements include ECTS points and must be signed before the exchange. In addition to ECTS points, all the subjects also contain a clear overview of learning outcomes. ECTS Grading Table will be used for interpretation and conversion of grades between different countries and institutions for foreign students (for this section, see ECTS Users' Guide, Annex 2) Statistical data on student's success are used in the decision-making process on "compliance of grades". The grading table provides a statistical allocation of grades for a particular subject, and is calculated on the basis of the last three years. When compiling the statistical allocation of grades, only the grades of the students who passed the exam successfully are taken into consideration. The grading table indicates the percentage of students who achieved the grades listed in the transcript of grades. By showing the allocation of the transition grades and using the grading table, a grade is obtained at the parent institution that is equivalent to the student's grade at the exchange. As the main criterion for the equivalence of the grades, the percentage share in the grading scales is used. If there is an overlap while converting the grades, Novi Sad School of Business will recognize the maximum grade (ECTS Users' Guide, Annex 2).

Local grades at NSSB	Local grades at NSSB (descriptively)	Percent of required knowledge for this grade	Percentage of successful normally achieving the grade	Converted to ECTS grades
10	excellent with distinction	91 - 100%	10%	A
9	excellent	81 - 90%	25%	B
8	very good	71 - 80%	35%	C
7	good	61 - 70%	25%	D
6	sufficient	51 - 60%	10%	E
5	insufficient	Less than 51%		F

## HR ZAGREB 21

**ECTS Credits:** Zagreb School of Business uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study.

Local grades at ZSB	Local grades at ZSB (descriptively)	Percent of required knowledge for this grade	Converted to ECTS grades
5.0	excellent	89,9 – 100%	A
4.0	Very good	79,9 – 89,9%	B
3.0	good	69,9 – 79,9%	C
2.0	satisfactory	59,9 – 69,9%	D
1.0	pass	Less than 59,9%	F

### ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	The use of words like "excellent" or "good" is no longer recommended as they do not fit with percentage based ranking of the ECTS Grade Transfer Scale.
B	25	
C	30	
D	25	
E	10	
FX	-	FAIL - some more work required before the credit can be awarded.
F	-	FAIL - considerable further work is required.

### ECTS credits:

1 full academic year = 60 credits  
1 semester = 30 credits



## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
RS NOVISAD01	<a href="mailto:international.office@vps.ns.ac.rs">international.office@vps.ns.ac.rs</a> +381 21 4854013	<a href="https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/">https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/</a>
HRZAGREB21	<a href="mailto:erasmus@pvzg.hr">erasmus@pvzg.hr</a> tel. +385 95 536 5016 fax +385 1 6310 612	<a href="http://www.vpsz.hr/en/article/erasmus-188/">http://www.vpsz.hr/en/article/erasmus-188/</a>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
RS NOVISAD01	<a href="mailto:international.office@vps.ns.ac.rs">international.office@vps.ns.ac.rs</a> +381 21 4854013	<a href="https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/">https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/</a>
HRZAGREB21	<a href="mailto:erasmus@pvzg.hr">erasmus@pvzg.hr</a> tel. +385 95 536 5016 fax +385 1 6310 612	<a href="http://www.vpsz.hr/en/article/erasmus-188/">http://www.vpsz.hr/en/article/erasmus-188/</a>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
RS NOVISAD01	<a href="mailto:international.office@vps.ns.ac.rs">international.office@vps.ns.ac.rs</a> +381 21 4854013	<a href="https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/">https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/</a>
HRZAGREB21	<a href="mailto:erasmus@pvzg.hr">erasmus@pvzg.hr</a> tel. +385 95 536 5016 fax +385 1 6310 612	<a href="http://www.vpsz.hr/en/article/erasmus-188/">http://www.vpsz.hr/en/article/erasmus-188/</a>



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
RS NOVISAD01	DIRECTOR PROF: JELENA DAMNJANOVIĆ	13.12.2018.	
HRZAGREB21	THE DEAN PROF: LUKŠA LULIĆ	13.12.2018.	

<sup>2</sup>Scanned signatures are accepted

