

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

Inter-institutional¹ agreement 2024/2025
between institutions from
Programme and Partner Countries²

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 ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
IES Sanxillao Spain	E LUGO03	Mercedes / merchi@edu.xunta. es / 639667087	http://www.edu.xunta.gal/centros/iessanxillao/taxonomy/term/94
Visoka skola CEPS - Centar za poslovne studije Kiseljak Bosnia	KISELJAK	Nermin Palic / iro@ceps.edu.ba / + 387 30 870-870	http://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1

¹ 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+.

² 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.

³ 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.

⁴ Contact details to reach the senior officer in charge of this agreement.

[...]			

B. Mobility numbers⁵ 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 January in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city 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 * [Not relevant for calls 2015 2017]
E LUG003	Kiseljak					
Kiseljak	E LUG003					

[*Optional: subject area code & name and study cycle are optional.]

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 *
E LUG003	Kiseljak				
Kiseljak	E LUG003				

⁵ 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>)

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E LUGO03					
Kiseljak					

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

INSTITUTION A

IES SANXILLAO -E LUGO03 - Lugo

<https://www.edu.xunta.gal/centros>

INSTITUTION B

VISOKA SKOLA CEPS - CENTAR ZA POSLOVNE STUDIJE KISELJAK -KISELJAK - Kiseljak

www.ceps.edu.ba

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

⁶ 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>

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 organisational 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

INSTITUTION A

IES SANXILLAO - E LUGO03 - Lugo

<http://www.edu.xunta.gal/centros/iessanxillao/system/files/SELECCION%20PERSONAL%2023-24.pdf>

Todo está en la página web indicada arriba

INSTITUTION B

VISOKA SKOLA CEPS - CENTAR ZA POSLOVNE STUDIJE KISELJAK -KISELJAK - Kiseljak

<http://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1>

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
E LUGO03		
Kiseljak	September / January	February / July

2. The receiving institution will send its decision within 12 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The institutions must send a formal notification of termination to the parts involved in this agreement, stating:

(a) the reasons for termination; and

(b) the date on which the termination takes effect at the beginning of the next academic year. This date must be set after the formal notification. The termination takes effect on the day specified in the formal notification.

"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

INSTITUTION A

IES SANXILLAO -E LUGO03 - Lugo

<http://www.edu.xunta.gal/centros/iessanxillao/taxonomy/term/94>

INSTITUTION B

VISOKA SKOLA CEPS - CENTAR ZA POSLOVNE STUDIJE KISELJAK -KISELJAK - Kiseljak

<http://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1>

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
E LUGO03	Mercedes / merchi@edu.xunta.es / 639667087	https://www.edu.xunta.gal/centros
Kiseljak	Nermin Palic / iro@ceps.edu.ba / + 387 30 870-870	http://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf

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
E LUGO03	Mercedes / merchi@edu.xunta.es / 639667087	https://www.edu.xunta.gal/centros
Kiseljak	Nermin Palic / iro@ceps.edu.ba / + 387 30 870-870	http://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1

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
E LUGO03	Mercedes / merchi@edu.xunta.es / 639667087	https://www.edu.xunta.gal/centros
Kiseljak	Nermin Palic / iro@ceps.edu.ba / + 387 30 870-870	http://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature⁷
E LUGO03	M ^a Angela Gómez Doval Directora mgdoval@edu.xunta.es 982828088	14/04/2025	
Kiseljak	Selimic Mirzo Director mirzo.s@hotmail.com +38730875208	14.04.2025	 

⁷ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation