



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

Inter-institutional agreement 2021-2028
between institutions from
Programme and Partner 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 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 ¹	Contact details ² (email, phone)	Website (eg. of the course catalogue)
University "CEPS-Center for Business Studies"	College for Studies"	BA KISELJA01	Josipa bana Jelačića bb 71250 Kiseljak, Bosnia and Herzegovina Nermin Palić, PhD Head of the International Office iro@ceps.edu.ba +38730870870	Web page: www.vusi.bg Course Catalogue: https://www.vusi.bg/en/erasmus-2/
ISMA University of Applied Science		LVRIGA32	ISMA Rector: Deniss Djakons Deniss.djakons@isma.lv ISMA Vice – Rector for International Relations: Zanna Klescevnikova erasmus@isma.lv +37167100537	https://www.isma.lv/en/
			Erasmus+ coordinator, Erasmus incoming students:	https://www.isma.lv/en/for-applicants/for-exchange-students

¹ 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.

² Contact details to reach the senior officer in charge of this agreement.



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B. Mobility numbers³ 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]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
BA KISELJA01	LVRIGA32	04.0	Business and Administration	1 st , 2 nd	5 students x 5 months	-
		04.4	Business Administration in Tourism	1 st		
		06.0	Computer Science	1 st , 2 nd		
LVRIGA32	BA KISELJA01	04.0	Business and Administration	1 st , 2 nd	5 students x 5 months	-
		04.4	Business Administration in Tourism	1 st		
		06.0	Computer Science	1 st , 2 nd		

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
BA	LVRIGA32	04.0	Business and Administration		

³ 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>)

KISELJA01		04.4	Business Administration in Tourism	5 teachers x 8 hours	5 teachers x 8 hours
		06.0	Computer Science		
LVRIGA32	BA KISELJA01	04.0	Business and Administration	5 teachers x 8 hours	5 teachers x 8 hours
		04.4	Business Administration in Tourism		
		06.0	Computer Science		

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

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BA KISELJA01	LVRIGA32	English	English	B2	B2
LVRIGA32	BA KISELJA01	English	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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.

⁴ 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. 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; agreement on how to use organisational support funds; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used].

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

KU Erasmus Office works with 'Coordination Office for University Without Obstacles' which aims to make adjustments for the disabled in terms of physical infrastructure and living environment around the university and its facilities. Please contact KU Erasmus Office prior to the mobility period for the arrangements and other details.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term*	Spring Term*
BA KISELJA01	Duration of semester: from October to February Nomination: September 15 th Registration of arrival: October 1 st	Duration of semester: from March to June Nomination: January 30 th Registration of arrival: February 15 th
LVRIGA32	Application deadline: June 20	Application deadline: December 20

[to be adapted in case of a trimester system]*

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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."]

G. 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' guide⁵. 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.]

LVRIGA32

10-point grading system:

Achievement level	Grade	Meaning	Approx. ECTS grade
Very high	10	izcili (<i>with distinction</i>)	A
	9	teicami (<i>excellent</i>)	A
High	8	ļoti labi (<i>very good</i>)	B
	7	labi (<i>good</i>)	C
Medium	6	gandrīz labi (<i>almost good</i>)	D
	5	viduvēji (<i>satisfactory</i>)	E
	4	gandrīz viduvēji (<i>almost satisfactory</i>)	E/FX
Low	3-1	negatīvs vērtējums (<i>unsatisfactory</i>)	Fail

Receiving institution [Erasmus code]	ECTS Link
BA KISELJA01	https://www.ceps.edu.ba/Akti

BA KISELJA01

<https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf>

Letter	Numeric Values	Points	Description
A	5	90-100	Excellent
B	4	75-89	Very good
C	3	65-74	Good
D, E	2	55-64	Satisfactory
F, FX	1	0-54	Fail

ECTS credits:

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

⁵ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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
BA KISELJA01	iro@ceps.edu.ba +38730870870	Ministry of Foreign Affairs: http://www.mvp.gov.ba/konzularne_informacije/vize/default.aspx https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
LVRIGA32	Erasmus@isma.lv +37167114518	https://www.isma.lv/en/for-applicants/for-exchange-students

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
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
LVRIGA32	Erasmus@isma.lv +37167114518	https://www.isma.lv/en/for-applicants/for-exchange-students

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
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf We don't have a student's dorm, but contacting us on our e-mail we can provide you with information about the local accommodations.
LVRIGA32	Erasmus@isma.lv +37167114518	https://www.isma.lv/en/for-applicants/for-exchange-students

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁶
BA KISELJA01	Doc. dr. Mirzo Selimić, Director	2.2.2024.	
LVRIGA32	Deniss Djakons, Rector	01.02.2024.	



⁶ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation