



EUROPEAN UNION

Erasmus+

Enriching lives. opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
Veleučilište Ivanić-Grad	HR ZAGREB25	info@vsig.hr erasmus@vsig.hr 00385 1 2016 841	General: https://vsig.hr/web/ Faculty/faculties: https://vsig.hr/web/studij/ Course catalogue: https://vsig.hr/web/studij/
Visoka škola "CEPS - Centar za poslovne studije" Kiseljak	BA KISELJA01	iro@ceps.edu.ba +38730870870	General: https://www.ceps.edu.ba/# Faculty/faculties: https://www.ceps.edu.ba/Studiji Course catalogue: https://www.ceps.edu.ba/Studiji

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷ (optional)	Field of education clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
HR ZAGREB25	BA KISELJA0 1				1	2	1	9
BA KISELJA01	HR ZAGREB 25				2	4	2	9

Optional additional information

It is possible to make blended mobilities for students (with on-line parts).

Number of mobilities and planned duration can be changed, according to the approved budget (for example – more students and staffs but shorter mobilities)

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

3. 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 skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	Field of education (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
HR ZAGREB25		CROATIAN	ENGLISH	B2	B2
BA KISELJA01		BOSNIAN OR CROATIAN	ENGLISH	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ credit mobility period at their institution. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

This section below is mandatory/applicable only for KA171. Repartition of the granted organisational support (OS) between the partners is strongly recommended, but not mandatory:

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
OS funds will be divided between partners Beneficiary (Veleučilište Ivanić-Grad) keeps 80 % Partner (CEPS - Centar za poslovne studije" Kiseljak) gets 20 % Payments will be conducted after the final report is accepted	Administration organisational arrangements with partner institutions, including visits to potential partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated; specific arrangements to ensure the quality of student traineeships in receiving enterprises/organisations promote environmentally friendly ways of mobility and greening of administrative procedures

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
Veleučilište Ivanić-Grad HR ZAGREB 25	Autumn Term: from February 2025 to February 2026 Spring Term: from October 2024 to December 2026	Autumn Term Nomination: September 9th Spring Term Nomination: January 30th
BA KISELJA01	Autumn Term: from October to February Spring Term: from March to June	Autumn Term Nomination: September 9th Spring Term Nomination: January 30th

The receiving institution will send its decision within [3] weeks and no later than 5 weeks.

⁹ Please specify the deadline for each term and, if necessary, adapt to a trimester system.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email)	Website for information
Veleučilište Ivanič-Grad HR ZAGREB 25	erasmus@vsiq.hr	https://vsiq.hr/web/kategorija/erasmus-natjecaji/
BA KISELJA01	iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja

Academic and additional requirements

This table should contain a non-exhaustive list of academic and additional requirements. For KA171 partners are invited to agree on the specific inclusion measures.

Requirement	Details	Website for information (optional)
Academic requirements	Undergraduate study, minimum 30 ECTS (Certificate of studies)	https://vsiq.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna_suradnja
Application form	Yes	https://vsiq.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna_suradnja
CV	Yes	https://vsiq.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna_suradnja

Motivation letter	Yes	https://vsig.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna suradnja
GDPR consent	Yes	https://vsig.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna suradnja
Learning Agreement draft	Yes	https://vsig.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna suradnja
Life and travel insurance	Yes	https://vsig.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna suradnja
For KA171: Inclusion measures ¹⁰	For KA171: Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process. YES	CEPS: https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf https://www.ceps.edu.ba/Files/Akti/4.%20Izmjene%20i%20dopune%20Statuta.pdf STATUTE Chapter II (Institutional autonomy) article 7. Paragraph 1 chapter VIII.5. (Rights and obligations of the students), article 90, chapter 2, line j) According to the National Agency Regulatory – all categories will be accepted within the appropriate documentation https://www.ampeu.hr/files/Dodatak studenti fo kategorije KA171 2024.pdf

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:
https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

Other	Both institution will make the competition transparent and public available. Selection of candidate will be proceeded according to the competition text	https://vsig.hr/web/kategorija/erasmus-natjecaji/ CEPS: https://www.ceps.edu.ba/Medunarodna_suradnja
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6. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the Erasmus+ Student Charter¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Support from Erasmus + coordinator	eramus@vsig.hr iro@ceps.edu.ba	ud-ivanich@dom-ucenicki-ivanic-grad.skole.hr
Language Support	NA		
Visa	NA		
Insurance	Support from Erasmus + coordinator	eramus@vsig.hr iro@ceps.edu.ba	
Inclusion of participants with fewer opportunities	Support will be provided by VSIG, HRZAGREB25	eramus@vsig.hr	
Grant payments	VSIG, HRZAGREB25	eramus@vsig.hr	

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	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.
Language Support	BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

Visa	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
Insurance	BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
Inclusion of participants with fewer opportunities	BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf https://www.ceps.edu.ba/Files/Akti/4.%20Izmjene%20%20dopune%20Statuta.pdf STATUTE Chapter II (Institutional autonomy) article 7. Paragraph 1 chapter VIII.5. (Rights and obligations of the students), article 90, chapter 2, line j)
Grant payments	BA KISELJA01	NA	

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

European Credit Transfer and Accumulation System will be used as a recognition tool. Sending institution will follow On-line Agreement and will be led by maximum possible flexibility to support the mobility and student's achievement.

Mobility will be documented in Diploma Supplement.

In the case of short mobility, student will receive number of ECTS according to the lecture hours and expected learning outcomes.

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - A Transcript of Records will be issued by the receiving institution no later than five [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]*
 - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

• **HRZAGREB25**

HRZAGREB25	https://vsig.hr/web/wp-content/uploads/2018/11/Pravilnik-o-ocjenjivanju-2023.pdf https://vsig.hr/web/wp-content/uploads/2018/11/Pravilnik-o-studiranju-3.pdf https://vsig.hr/web/wp-content/uploads/2018/11/018-PR1.pdf
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CEPS KISELJA01:

BA KISELJA01	<i>CEPS: We have fully recognition process</i> https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf https://www.ceps.edu.ba/Files/Akti/21112018/PRAVILA%20STUDIRANJA.pdf https://www.ceps.edu.ba/Akti
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8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or city]	EGRACONS	[If applicable]	Website for information																							
Veleučilište Ivanić-Grad HRZAGREB25	A=5 (max; 90-100%) - excellent B=4 (75-89,99 %) –very good C=3 (60-74,99%) – good D=2 (50-59,99%) – fair E= 1 (0-49,99) -poor		https://vsig.hr/web/wp-content/uploads/2018/11/Pravilnik-o-ocjenjivanju-2023.pdf																							
BA KISELJA01	http://egracons.eu/ <table><thead><tr><th>Letter</th><th>Numeric Values Description</th><th>Points</th></tr></thead><tbody><tr><td>A</td><td>5</td><td>90-100</td></tr><tr><td>B</td><td>4</td><td>75-89</td></tr><tr><td>C</td><td>3</td><td>65-74</td></tr><tr><td>D, E</td><td>2</td><td>55-64</td></tr><tr><td>F, FX</td><td>1</td><td>0-54</td></tr></tbody></table>	Letter	Numeric Values Description	Points	A	5	90-100	B	4	75-89	C	3	65-74	D, E	2	55-64	F, FX	1	0-54	<table><tbody><tr><td>Excellent</td></tr><tr><td>Very good</td></tr><tr><td>Good</td></tr><tr><td>Satisfactory</td></tr><tr><td>Fail</td></tr></tbody></table>	Excellent	Very good	Good	Satisfactory	Fail	https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf
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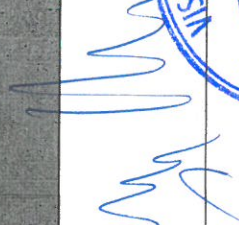
9. Any other information regarding the terms of the agreement (optional)

Partner will be responsible to keep the original documentation and provide it to beneficiary when asked for it.

10. Termination of the agreement

In the event of unilateral termination, a prior 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 will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
Veleučilište Ivanić-Grad HRZAGREB25	MILE MARINČIĆ, PhD dean	21.1.2025.	 
BA KISELJA01	Doc.dr. Mirzo Selimić, Director	19.12.2024.	 

VELEUČILIŠTE IVANIĆ-GRAD

Primljeno: 20.1.2025.	
Klasifikacijska oznaka:	Org. jedinica
602-07/25-01/05	
Prilog: 238-10-169/25-03/01	Vrijednost:

1)

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation