



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 2023-2026 in:

- 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
UNIVERSIDAD DE LEÓN (SPAIN)	E LEON01	Oficina de Relaciones Internacionales Campus de Vegazana- Edificio de Servicios E-24007 León – Spain internacional@unileon.es uleeka@unileon.es Tel.:+34989291612	General: https://www.unileon.es/ Faculty/faculties: https://centros.unileon.es/ Course catalogue: https://www.unileon.es/internacional/estudiantes/movilidad-internacional-entrantes/oferta-academica
University College "CEPS - Center for Business Studies" Kiseljak	BA KISELJA01	Josipa bana Jelačića bb 71250 Kiseljak, Bosnia and Herzegovina Nermin Palić, PhD Head of the International Office iro@ceps.edu.ba	General: https://www.ceps.edu.ba/ Faculty/faculties: https://www.ceps.edu.ba/Studiji Course catalogue: https://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1

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.

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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 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]
E LEON01	BA KISELJA01			1 st or 3 rd	2 x 5 months		2 x 5 days	
BA KISELJA01	E LEON01			1 st	5 x 5 months		2 x 5 days	

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").

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]
E LEON01		SPANISH	ENGLISH	B1	B2
BA KISELJA01		BOSNIAN OR CROATIAN	ENGLISH	B1	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://europa.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees

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

- In connection with the organization 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.

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
E LEON01	Autumn Term: from SEPTEMBER to FEBRUARY Spring Term: from FEBRUARY to JULY	Autumn Term: JUNE 15th Autumn Term: DECEMBER 15th
BA KISELJA01	Autumn Term: from October to February Spring Term: from March to June	Autumn Term: September 9 th Autumn Term: January 30 th

The receiving institution will send its decision within 4 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
E LEON01	International Relations Office uleeka@unileon.es	www.studyinleon.es https://www.unileon.es/internacional/estudiantes/movilidad-internacional-entrantes
BA KISELJA01	International Relations Office iro@ceps.edu.ba +38730870870	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 Charter](#)¹⁰.
- 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.

¹⁰ 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.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E LEON01	The International Relations Office does not provide accommodation but a local padrino / mentor will help students to find local accommodation. uleeka@unileon.es	Housing program: https://www.unileon.es/estudiantes/futuros-estudiantes/servicios-estudiantes/alojamientos
Language Support	E LEON01	The University of León offers a free Spanish Crash Course previous to the beginning of the academic semester. uleeka@unileon.es	https://www.unileon.es/internacional/estudiantes/movilidad-internacional-entrantes/informacion-general
Visa	E LEON01	International Relations Office uleeka@unileon.es	www.studyinleon.es
Insurance	E LEON01	Beneficiaries must purchase the insurance required by the Universidad de León uleeka@unileon.es	www.studyinleon.es
Inclusion of participants with fewer opportunities	E LEON01	The University of León has a Support Service for People with Disabilities or Specific Needs. uleeka@unileon.es	https://servicios.unileon.es/unidad-de-apoyo-a-estudiantes-con-discapacidad/
Mentoring	E LEON01	The University of León has the Apadrina Program, where a local student mentors an incoming student, helping them to find accommodation, showing them around the Campus and the city and helping them in any way they can.	https://www.unileon.es/internacional/estudiantes/movilidad-internacional-entrantes/informacion-general

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 KISELJAK01	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.%20Izmiene%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)
Mentoring	BA KISELJAK01	Head of IRO ECTS coordinators Traineeship Supervisors	https://www.ceps.edu.ba/Medunarodna_suradnja https://www.ceps.edu.ba/Akti

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7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

<u>European Credit Transfer and Accumulation System</u>

- 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:
 - o 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.
 - o 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.
 - o 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.

CEPS KISELJA01:

BA KISELJA01	<p><i>CEPS: We have fully recognition process</i></p> <p>https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf</p> <p>https://www.ceps.edu.ba/Files/Akti/21112018/PRAVILA%20STUDIRANJA.pdf</p> <p>https://www.ceps.edu.ba/Akti</p>
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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' guide](#)¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information			
E LEON01	http://egracons.eu/	https://www.boe.es/eli/es/rd/2003/09/05/1125			
BA KISELJA01	http://egracons.eu/	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

Institution	Website for information	Institution	Website for information
<u>E LEON01</u>	https://www.boe.es/eli/es/rd/2003/09/05/1125	KISELJAK	LINK TO YOUR GRADING SYSTEM
Numerical grade /10	Local grade	Numerical grade /5	Local grade
10	MATRÍCULA DE HONOR	5 (A)	IZVRSTAN
9 – 9,9	SOBRESALIENTE	4 (B)	VRLODOBAR
7 – 8,9	NOTABLE	3 (C)	DOBAR
5 – 6,9	APROBADO	2 (D, E)	DOVOLJAN
1 – 4,9	SUSPENSO	1 (F, FX)	NEDOVOLJAN
NO	NO PRESENTADO (Student did not sit examination)		

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

9. Any other information regarding the terms of the agreement

The partners hereby commit to **prepare and publish a public call** for each exchange cohort stating:

- Number of mobilities offered.
- Duration of mobilities.
- Financial support that beneficiaries will receive.
- Valorisation scale and selection criteria.
- Composition of the Selection Committee.

The Selection Process must be fair, transparent and documented, guaranteeing equal opportunities to all participants. The allocation of mobilities should be carried out by rigorous order of scoring and preference of the candidates. The partner will share the web link of each call.

Beneficiaries need to fill-in a Mobility/Learning/Training Agreement.

Students must purchase the Oncampus accident and emergency insurance for the duration of their mobility.

<https://oncampus.es/seguros/oncampus-estudia/>

Staff members also need to take the Oncampus accident and emergency insurance for the duration of their mobility.

<https://oncampus.es/seguros/oncampus-pdipas/>

Students need to officially enroll at their home university and pay fees there. The partners will not charge for tuition, enrolment, access to exams or laboratories and library facilities. Only lower costs, on the same basis as local students for costs such as insurance, student's unions and the use of diverse materials are permitted.



The partners will share their infrastructure available to welcome students and staff with disabilities.

The students selected by their home institution for the third cycle will need the approval of the corresponding Office (DOCTORADO), as well as the commitment of a Professor to be the student's tutor at E LEON01.

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 ¹²
E LEON01	José Alberto Benítez Andrades Vice-Rector for Internationalization and Global Engagement	10/10/2024	
BA KISELJA01	Doc.dr. Mirzo Selimić, Director	09.10.2024.	

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation