



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme¹

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Time frame	Academic Year*	Call Year*
Start of validity	2022	2022
End of validity	2027	2027

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details² (email, phone)	Websites (General/Faculties/ Course catalogue)
Effectus University of Applied Sciences		Željka Zavišić, PhD Head of International relations office	https://effectus.com.hr/
Visoka škola CEPS- Centar za poslovne studije Kiseljak		Nermin Palić, PhD ERASMUS+ Institutional Coordinator	https://www.ceps.edu.ba/

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional) *	Field of education –Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional) *	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) * [total number of students]	Student Mobility for Traineeships (optional) * [total number of months]
HR ZAGREB12					1 st	2	6 months each	NA	NA
	HR ZAGREB12				1 st	2	6 months each	NA	NA

Short-term blended mobility option for students

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf> <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
HR ZAGREB12			Finance and Business Law	3	min 8 teaching hours each	1	min 5 days
	HR ZAGREB12		Business economy	3	min 8 teaching hours each	1	min 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 ⁴	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB12		Croatian	English	B2	B2
	HR ZAGREB12	Bosnian	English	B2	B2

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>

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB 12	June 30 th	November 30 th

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
HR ZAGREB21	July 15 th	July 15 th

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB12	erasmus@effectus.com.hr	https://effectus.com.hr/erasmus-3/
	iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
HR ZAGREB12	Academic requirements Transcript Application form LA Copy of passport ID		https://effectus.com.hr/erasmus-3/
	Academic requirements Transcript Application form LA Copy of passport ID		https://www.ceps.edu.ba/Medunarodna_suradnja

The receiving institution will send its decision within 5 weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Contact details (email, phone)	Website for information
HR ZAGREB12		erasmus@effectus.com.hr	https://effectus.com.hr/erasmus-3/
		iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja

F. Information

1. 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]	Contact details (email, phone)	Website for information
HR ZAGREB12	erasmus@effectus.com.hr	https://effectus.com.hr/erasmus-3/
	iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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]	Contact details (email, phone)	Website for information
HR ZAGREB12	erasmus@effectus.com.hr	https://effectus.com.hr/erasmus-3/
	iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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]	Contact details (email, phone)	Website for information
HR ZAGREB12	erasmus@effectus.com.hr	https://effectus.com.hr/erasmus-3/
	iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja



4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
HR ZAGREB12		erasmus@effectus.com.hr	https://effectus.com.hr/erasmus-3/
		iro@ceps.edu.ba	https://www.ceps.edu.ba/Medunarodna_suradnja

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 2022 will only take effect as of 1 September 2027+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. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
HR ZAGREB12	Đuro Horvat, PhD Dean	17/07/2023	
	Mirzo Selimić, PhD Dean/Director	17/07/2023	

⁵ Scanned signatures are accepted

