European
Commission

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 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 +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 numbers[3] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
BA KISELJA01	LVRIGA32	04.0	Business and Administration	1st, 2nd	5 students x 5 months	-
		04.4	Business Administration in Tourism	1st		
		06.0	Computer Science	1st, 2nd		
LVRIGA32	BA KISELJA01	04.0	Business and Administration	1st, 2nd	5 students x 5 months	-
		04.4	Business Administration in Tourism	1st		
		06.0	Computer Science	1st, 2nd		

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 *
BA	LVRIGA32	04.0	Business and Administration		

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[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)

3

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 instruc- tion 1	Language of instruc- tion 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.

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[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 15th **Registration of arrival**: October 1st	**Duration of semester**: from March to June Nomination: January 30th **Registration of arrival**: February 15th
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' guide[5]. 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 (*with distinction*)	A
	9	teicami (*excellent*)	A
High	8	ļoti labi (*very good*)	B
	7	labi (*good*)	C
Medium	6	gandrīz labi (*almost good*)	D
	5	viduvēji (*satisfactory*)	E
	4	gandrīz viduvēji (*almost satisfactory*)	E/FX
Low	3-1	negatīvs vērtējums (*unsatisfactory*)	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

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

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