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Commission



Visoka škola
CEPS- Centar za
poslovne studije

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Erasmus+ Inter-institutional agreement 2022-2023

between institutions from
Programme and Partner Countries

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

Inter-institutional¹ agreement 2022-2023²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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+.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
IES PONTEPEDRIÑA	E10007900	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Instituto de Enseñanza Secundaria Fernando Wirtz Suárez	E10011649	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Instituto de Enseñanza Secundaria Nosa Señora dos Ollos Grandes	E10011884	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Leixa	E10025603	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Terra de Xallas	E10050648	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Marques de Sargadelos	E10055678	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES RICARDO MELLA	E10056330	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado de Formación Profesional A Farixa	E10056804	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Fraga do Eume	E10062946	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

ies anton losada dieguez	E10064590	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CENTRO INTEGRADO DE FORMACIÓN PROFESIONAL A XUNQUEIRA	E10066406	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
I.E.S. POLITÉCNICO DE VIGO	E10066592	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES DA POBRA DO CARAMIÑAL	E10068928	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES PLURILINGÜE A PARALAIA	E10069168	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES MARIA SARMIENTO	E10069935	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado de Formación Profesional Someso	E10072786	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP CARLOS OROZA	E10074373	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP Manuel Antonio	E10074749	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP Anxel Casal - Monte Alto	E10074803	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES de Valga	E10077529	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP Paseo das Pontes	E10077940	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do

IES LUCUS AUGUSTI	E10078014	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES MANUEL CHAMOSO LAMAS	E10078454	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado de Formación Profesional Rodolfo Ucha Piñeiro	E10078955	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Instituto de Educación Secundaria Escolas Proval	E10080882	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES RAMÓN MENÉNDEZ PIDAL	E10083940	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado de Formación Profesional A Granxa	E10087969	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP VALENTIN PAZ ANDRADE	E10088098	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado de Formación Profesional Coroso	E10089365	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES MURALLA ROMANA	E10089405	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES MONTECELO	E10093478	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CENTRO INTEGRADO FORMACION PROFESIONAL AS MERCEDES	E10096619	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Urbano Lugo	E10096705	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do

Instituto Educacion Secundaria A SARDIÑEIRA	E10097909	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP PORTA DA AUGA	E10098414	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Moncho Valcarce	E10098508	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP A Carballeira-Marcos Valcárcel	E10098567	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Universidade Laboral	E10098780	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Johan Carballeira	E10099220	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
INSTITUTO DE EDUCACIÓN SECUNDARIA 12 DE OUTUBRO	E10099322	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado Formación Profesional Portovello	E10100201	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP POLITECNICO DE SANTIAGO	E10100832	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP FERROLTERRA	E10103228	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES LUIS SEOANE	E10103539	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES Ramón M ^a Aller Ulloa	E10103867	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do

IES Ribeira do Louro	E10104269	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP POLITECNICO DE LUGO	E10106662	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Instituto de Educación Secundaria Sanxillao	E10106862	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
INSTITUTO DE ENSEÑANZA SECUNDARIA LAXEIRO	E10107169	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
I.E.S. Terra de Trasancos.	E10110295	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
Centro Integrado de Formación Profesional Imaxe e Son	E10129271	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES CIDADE DE ANTIOQUIA	E10151276	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES MONTE NEME	E10154382	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES PINTOR COLMEIRO	E10169325	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
IES VILAMARÍN	E10177707	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
CIFP COMPOSTELA	E10189216	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
INSTITUTO DE EDUCACIÓN SECUNDARIA DE TEIS	E10196871	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do

Instituto de Educación Secundaria Espiñeira	E10217000	sxt.cultura.educacion@edu.xunta.gal (+34 881-995504)	https://www.edu.xunta.gal/centroseducativos/BuscaCentros.do
University College "CEPS-Center for Business Studies" Kiseljak / Bosnia and Herzegovina	BA KISELJAK	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

B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Applicable from 2018 call]
BA KISELJAK	E10163280	0610	ICTs	Short cycle, 1 st	0	3

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

FROM	TO	Number of staff mobility periods
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⁷ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E10163280	BA KISELJAK	01	Education	0	12
BA KISELJAK	E10163280	01	Education	0	11

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 ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E10163280		English	Spanish	B1	B2
BA KISELJAK		English	Bosnian	B1	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

⁸ 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>

can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

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.]

F. Calendar

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

Receiving institution [Erasmus code or city]	Term 1	Term2
E10163280	Term 2 (April-June)	
BA KISELJAK	Winter Term: from October to February Nomination: September 15 th	Spring Term: from March to June

	Registration of arrival: October 1 st	Nomination: January 30 th Registration of arrival: February 15 th
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[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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' guide⁹. 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.]

Institution [Erasmus code or city]	Website for information			
BA KISELJAK	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

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

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E10163280	programas.europeosfp@edu.xunta.gal (+34 881-996522)	Ministry of Foreign Affairs: https://www.exteriores.gob.es/Consulados/roma/es/Comunicacion/Noticias/Paginas/Articulos/Informacion-Visados.aspx
BA KISELJAK	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

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
E10163280	programas.europeosfp@edu.xunta.gal (+34 881-996522)	https://www.edu.xunta.gal/fp/programas-internacionais
BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf


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
E10163280	programas.europeosfp@edu.xunta.gal (+34 881-996522)	https://www.edu.xunta.gal/fp/programas-internacionais We don't have accommodation for students or teachers. We can provide some tips to find one.
BA KISELJAK	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.

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
E10163280	Manuel Vila López		
BA KISELJAK	dr.sc. Mirzo Selimić, Director	23.11.2022	

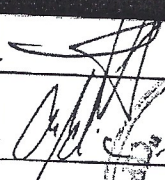



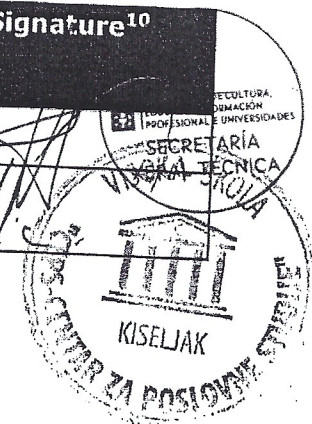
¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

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
E10163280	programas.europeosfp@edu.xunta.gal (+34 881-996522)	https://www.edu.xunta.gal/fp/programas-internacionales We don't have accommodation for students or teachers. We can provide some tips to find one.
BA KISELJAK	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.

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
E10163280	Manuel Vila López	25.11.2020	
BA KISELJAK	dr.sc. Mirzo Selimić, Director	23.11.2020	



¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation