

Erasmus+ Programme

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

Inter-institutional agreement 2021-2027 between 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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
INTERNATIONAL BALKAN UNIVERSITY	MK SKOPJE04	Prof. Dr. Snezana Bilic Erasmus+ Institutional Coordinator Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: sbilic@ibu.edu.mk iro@ibu.edu.mk Phone: +389 2 5515 000 +389 2 2600 004	http://www.ibu.edu.mk https://www.iro.ibu.edu.mk
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	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 numbers¹ per 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	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
BA KISELJA01	MK SKOPJE04	0311	International Economics	1 st	2x5 months	tbc
MK SKOPJE04	BA KISELJA01	0311	Business Economy	1 st	2x5 months	tbc

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

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	Staff Mobility for Training
MK SKOPJE04	BA KISELJA01	0311	International Economics	2x5 days	2x5 days
BA KISELJA01	MK SKOPJE04	0311	Business Economy	2x5 days	2x5 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
MK SKOPJE04	All	English	English	B1	B2
BA KISELJA01	All	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].

Course Catalog:

MK SKOPJE04: <https://iro.ibu.edu.mk/course-catalog-smi/>

BA KISELJA01: <https://www.ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf>

¹ 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>

² 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. Additional requirements

MK SKOPJE04: Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Lecture rooms and toilets accessible to wheelchairs. Disabled parking area is available. Friendly students.

BA KISELJA01: Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Lecture rooms and toilets accessible to wheelchairs. Elevator for higher floors. Disabled parking area is available. Friendly students.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
MK SKOPJE04	Nomination Deadline: 30 th May Application Deadline: 30 th June	Nomination Deadline: 15 th October Application Deadline: 15 th November
BA KISELJA01	Nomination Deadline: 30 th May Application Deadline: 15 th July	Nomination Deadline: 15 th November Application Deadline: 15 th December

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 4 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: 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 2021 will only take effect as of 1 September 2021+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

MK SKOPJE04:

Numerical System from 5 to 10	10	9	8	7	6	5
100 Point System	90-100	80-89	70-79	60-69	50-59	<50
ECTS System	A	B	C	D	E	F

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

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 sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
MK SKOPJE04	International Relations Office Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: iro@ibu.edu.mk iro.incoming@ibu.edu. mk Phone: +389 2 5515 000 +389 2 2600 004	https://iro.ibu.edu.mk/visa-process-through-embassy-consulate/ Further information for incoming students on: iro.incoming@ibu.edu.mk
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

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]	Contact details (email, phone)	Website for information
MK SKOPJE04	International Relations Office Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: iro@ibu.edu.mk iro.incoming@ibu.edu. mk Phone: +389 2 5515 000 +389 2 2600 004	Further information for incoming students on: iro.incoming@ibu.edu.mk



BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
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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]	Contact details (email, phone)	Website for information
MK SKOPJE04	International Relations Office Str. Makedonsko Kosovska Brigada bb, 1000 Skopje, Republic of North Macedonia Email: iro@ibu.edu.mk iro.incoming@ibu.edu.mk Phone: +389 2 5515 000 +389 2 2600 004	https://iro.ibu.edu.mk/dormitory-private-housing/ Further information for incoming students on: iro.incoming@ibu.edu.mk
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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
MK SKOPJE04	Prof. Dr. Snezana Bilic <i>Erasmus + Institutional Coordinator</i>	11.03.2024	
BA KISELJA01	Doc. Dr. Mirzo Selimić <i>Director of CEPS</i>	07.3.2024.	

³ Scanned signatures are accepted