



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme
Project: 2022-1-HR01-KA171-HED-000076870
Agreement: 2022/01
Croatia (VEVU) - BiH (CEPS)
Project duration: August 1, 2022 – July 31, 2024

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 **2022- 2024 in KA171**.

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/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
College of Applied Sciences "Lavoslav Ružička" in Vukovar (VEVU)	HR VUKOVAR01	Županijska 50, 32000 Vukovar erasmus@vevu.hr Karolina Novinc, Master of European Business Studies karolina.novinc@vevu.hr +38532492265	General: https://www.vevu.hr/ https://www.vevu.hr/en/ Erasmus: https://www.vevu.hr/en/erasmus/ Course catalogue: https://www.vevu.hr/course-catalogues-2021/
University College "CEPS – Centre for Business Studies" Kiseljak	BA KISELJAK	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

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.

2. Mobility numbers per academic year

Number of the mobilities are planned for all period of the project implementation.

In the case of relocation of the project budget and possible changes 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 can also agree to accept informal communication means written proof (at request).*

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]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
HR VUKOVAR01	BA KISELJAK	0311/0915	Therapy and rehabilitation / economic	1,2	At request	At request	At request	At request
BA KISELJAK	HR VUKOVAR01	0311/0915	Therapy and rehabilitation / economic	1,2	1	2	At request	At request

Optional additional information

Blended mobilities are not available for the winter semester in academic year 2022/2023 at VEVU.

⁷ <https://circabc.europa.eu/sd/a/2866bac6-aa7c-4ada-a42b-ff2cf3a442bf/SCED-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]	Subject area (Optional)	Language of instruction		Recommended level	
		Instruction 1	Instruction 2	Student Mobility	Staff Mobility
HR VUKOVAR01		Croatian	English	B1 <small>[Minimum recommended level in at least one of the languages: B1]</small>	B2 <small>[Minimum recommended level in at least one of the languages for teaching: B2]</small>
BA KISELJAK		BIH	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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

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

- In connection with the organisation or administration of their Erasmus+ mobility period. 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.

Partners agree on the following use and repatriation of organisational support funds including a list of objectives that both partners consider a priority:

In accordance of the preliminary agreement that VEVU as project applicant made with the partner HEIs before the submission of the project application, Organization support will not be transferred to partner HEI accounts. However, VEVU as project holder will be in charge to cover additional costs for the project activities and mobility participants in case that is needed.

An exceptional situations when additional justified costs appear at partner institutions, special consideration can be given to VEVU Erasmus Committee for exceptional approving the transfer of OS funds to the partner higher education institution. The amount that can be approved for transfer must not exceed 20% of the maximum approved amount of OS support, if it has not previously been used.

OS Use and Repatriation		Priority Objectives
Part of OS will be relocated for incoming Staff STA mobilities.	Participation of all partner institutions Provide a sufficient number of staff mobility to ensure incoming mobility of representatives of all partner HEIs.	
Organizing the buddy support, welcome and integration activities for students.	ECHÉ Quality Preparation of the learning agreements to ensure full recognition of the students' educational components; Linguistic and intercultural preparation provided to both incoming and outbound students and staff, ensure an efficient mentoring and supervision arrangements of mobile participant with an emphasis on green and environmental save practices.	

<p>Other costs that may appear in relation of mobility participants (costs of residence permits, etc..)</p> <p>Organizing Internarial staff teaching week for incoming teachers.</p> <p>OS will be used for dissemination of the project and its impacts. (Informal and OR materials)</p>	<p>Integration and Inclusion</p> <p>Facilitate the integration of incoming mobile participants in the HEI; identify and promote civic engagement activities and monitor participation in such activities;</p> <p>International dimension and Communicating projects and their results to maximise impact</p> <p>Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers; promote and manage blended and/or international mobility.</p>
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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
HR VUKOVAR01	Winter Term: from: September to February Spring Term: March to June	Nomination by sending HEI: W: May 10; S: September 10 Student arrival registration: W: June 10; S: November 10.
BA KISELJAK	Winter Term: from October to February Spring Term: from March to June	Winter Term: Nomination: September 15 th Registration of arrival: October 1 st Spring Term: Nomination: January 30 th Registration of arrival: February 15 th

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

Mobility participant selection and nomination will be made by sending HEI, and decision about acceptance of arrival will be made by host HEI. Subsequent nominations in exceptional cases are only possible with the prior approval of the project holder.

Sending HEI is responsible for the mobility participants' selection procedures (Implementation of transparent internal competitions for the selection of participants.), as well as checking the applicant's conditions for participation in mobility and the authenticity of the document they submit attached to the application for their participation in mobility, especially those that prove their fewer opportunities status. Partner HEIs are obliged to keep the project documentation for 5 years after the final project report is approved by AMPPEU.

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, phone)	Website for information
HR VUKOVAR01	erasmus@vevu.hr +38532492265	https://www.vevu.hr/erasmus/incoming-students/
BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

Selection criteria		
Requirement	Details	
Academic requirements	Compliance of the Subject Area (ISCED code)/ courses	Website for information (optional)
		VEVU : https://www.vevu.hr/vevu-erasmus/

	i EQF level, language skills level, cumulative grade point average.	
CV	For the teachers	
Motivation letter	Formally composed letter, the specific motivation for mobility and goals from it for participant, a well-read connection between the selected host institution and the study program of the participant	
Inclusion measures ¹⁰	Targeted categories of participants with fewer opportunities according the Erasmus+ Programme Guide and APPENDIX IV: APPLICABLE RATES FOR UNIT CONTRIBUTIONS	
Other	Nomination acceptance will be done according the home HEI internationalization interests and possibilities to arrange high quality impacts for participants.	

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 Charter¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront if it is possible**, to the extent possible.

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:

https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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.
- 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 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.

- Individual mobility program (terms and topics) need to be agreed at least before participant's arrival registration. For mobility programs contact host ECTS coordinators and Supervisors at VEVU.
- Sending HEI is responsible for the requested by programme conditions of the student status/employment relationship of the participant he / she sends on mobility, additional is responsible to check the obligatory insurances that are required from participants to have for mobility.
- Sending HEI is responsible for ensuring that the participants' documents are authentic and that they meet the conditions for participants with fewer opportunities.
- Partner HEI need to inform VEVU about the change of the status of the institution or persons within it relevant for the implementation of the Agreement and mobility in the shortest possible time since their inception.

VEVU

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation		erasmus@vevu.hr	https://www.vevu.hr/erasmus/incoming-students/
Language Support		erasmus@vevu.hr	https://www.vevu.hr/erasmus/incoming-staff/ https://www.vevu.hr/erasmus/incoming-students/ https://www.vevu.hr/erasmus/incoming-staff/
Visa		erasmus@vevu.hr	https://www.vevu.hr/erasmus/incoming-students/ https://www.vevu.hr/erasmus/incoming-staff/
Insurance		erasmus@vevu.hr	https://www.vevu.hr/erasmus/incoming-students/ https://www.vevu.hr/erasmus/incoming-staff/
Inclusion of participants with fewer opportunities		erasmus@vevu.hr	https://inclusivemobility.eu/countries/hr/institutions/6268
Administrative support		Karolina Novinc, Erasmus coordinator	https://ampeu.hr/publikacije/international-student-guide-to-croatia
ECTS coordinators		Health Studies Department: slavica.jankovic@vevu.hr Business Department zeljka.borzan@vevu.hr Administrative department	

Traineeship Supervisors		ivan.belaj@vevu.hr	
Grant payments		Health Studies Department: vesna.seper@vevu.hr Business Department borislav.marusic@vevu.hr Administrative department zvhalak@vevu.hr	
Alumni information		Accountancy: racunovodstvo@vevu.hr alumni.vevu@gmail.com	https://www.vevu.hr/alumni/vijesti/

CEPS (BA KISELJAK)

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
Language Support	BA KISELJAK	iro@ceps.edu.ba +38730870870	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. https://www.ceps.edu.ba/Medunarodna_suradnja
Visa	BA KISELJAK	iro@ceps.edu.ba	Ministry of Foreign Affairs:

		+38730870870	http://www.mvp.gov.ba/konzularne_informacije/vize/default.aspx
Insurance	BA KISELJAK	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 KISELJAK	iro@ceps.edu.ba +38730870870	https://inclusivemobility.eu/countries/hr/institutions/6268
Administrative support	BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja https://www.ceps.edu.ba/Kontakt
ECTS coordinators	BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/ECTS%20informatior.pdf https://www.ceps.edu.ba/Files/PDF/Pravilnik_o_formiranju_ects_bodova.pdf
Traineeship Supervisors	BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Akti
Grant payments	BA KISELJAK	Host HEI	
Alumni information	BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Alumni https://www.ceps.edu.ba/Files/PDF/16112020/PRAVILNIK%20O%20RADU%20ALUMNI%20ASOCIJACIJE.pdf

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

VEVU : ECTS recognition (<https://vevu.hr/wp-content/uploads/2021/09/50Assessment-and-grading.pdf>)

Notification : college student practice within the study program get only mark P - if a student passed (passed), N - if a student has not passed (failed) and ECTS credits according the study program.

<https://vevu.hr/wp-content/uploads/2021/08/50pravilnik-erasmus-2017en.pdf>

CEPS : We have fully recognition process

<https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf>

<https://www.ceps.edu.ba/Files/Akti/21112018/PRAVILA%20STUDIRANJA.pdf>

<https://www.ceps.edu.ba/Akti>

- 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 organizations 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 :
 - 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.
 - A Transcript of Records will be issued by the receiving institution no later than 3 weeks after the assessment period has finished at the receiving HEI.
 - 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.

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' guide¹². 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																								
HR VUKOVAR01		<p>https://www.studyincroatia.hr/study-in-croatia/higher-education-system/</p> <p>https://vevu.hr/wp-content/uploads/2021/09/50Assesment-and-grading.pdf</p> <p><i>Notification: college student practice within the study program get only mark P - if a student passed (passed), N - if a student has not passed (failed) and ECTS credits according the study program.</i></p>																								
BA KISELJAK		<p>https://www.ceps.edu.ba/Files/Akt/3.%20Statut%20CEPS.pdf</p> <table border="1"> <thead> <tr> <th>Letter</th> <th>Numeric Values</th> <th>Points</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>5</td> <td>90-100</td> <td>Excellent</td> </tr> <tr> <td>B</td> <td>4</td> <td>75-89</td> <td>Very good</td> </tr> <tr> <td>C</td> <td>3</td> <td>65-74</td> <td>Good</td> </tr> <tr> <td>D, E</td> <td>2</td> <td>55-64</td> <td>Satisfactory</td> </tr> <tr> <td>F, FX</td> <td>1</td> <td>0-54</td> <td>Fail</td> </tr> </tbody> </table>	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
Letter	Numeric Values	Points	Description																							
A	5	90-100	Excellent																							
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C	3	65-74	Good																							
D, E	2	55-64	Satisfactory																							
F, FX	1	0-54	Fail																							

¹² 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

Partner institutions are obligated to timely report any change, all events and circumstances with which partner HEI is familiar that could affect implementation of the project. Inform about each change its legal, financial, technical, organizational or the ownership situations, each changing name, address or legal representative in relation of the partner HEI and each change in connection with situations for exclusion from Article 136 of the EU Regulation 2018/1046.

Any communication related to the IIA and its implementation, including communication of decisions, letters, documents and information related to administrative procedures must: be in writing (in paper or electronic format) in the language of the Agreement, contain the number of the Agreement, be referred to contacts and addresses from IIA. If the party requests a written confirmation of an electronic letter within a reasonable period, the sender must deliver the original signed paper version of the letter as soon as possible.

Individual mobility program (terms and topics) need to be agreed at least before participant's arrival registration. For mobility programs contact host ECTS coordinators and Supervisors at VEVU.

Sending HEI is responsible for the requested by programme conditions of the student status/employment relationship of the participant he / she sends on mobility, additional is responsible to check the obligatory insurances that are required from participants to have for mobility.

Sending HEI is responsible for ensuring that the participants' documents are authentic and that they meet the conditions for participants with fewer opportunities.

It is the duty of the partner HEI that due to force majeure, submit an official notification to VEVU as the project holder without delay the Official notice with the content official notices nature of force majeure, probable duration and possible consequences of force majeure in a form of written communication between the parties by post or by electronic mail, which provides the sender with convincing evidence that the message is delivered to the specified recipient.

All partner HEI is in charge for dissemination of the projects, its activities and impacts within their institutions but also outside them.

All partner HEI is required in every communication (announcement or announcement) or related publication for the project, including those at conferences, seminars, on websites and social networks or any promotional materials (flyers, posters, presentation) state that the project was co-financed by the EU and must have a printed symbol EU, official logo and graphic identity specific to the Erasmus+ program.

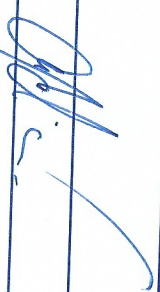
Partner HEI coordinator for project 2022-1-HR01-KA171-HED-000076870 is obliged to use a common interface on Google Drive named project VEVU 2022-KA171 in order to keep up-to-date the necessary records for reporting on the implementation and uploading relevant documentation for the implementation of the project.

Each of the sending institutions is obliged to encourage the inclusion of people with fewer opportunities, as well as promote and encourage green practice in project implementation and green travel between mobility participants.

10. Termination of the agreement

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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 ¹³
HR VUKOVAR01	Doc. dr. sc. Željko Sudarić, prof. struč. Stud, dean		
BA KISELJAK	dr.sc. Mirzo Selimić, Director	18.11.2022	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation