



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**

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 2021-2027 in:

- KA131
- 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/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
UNIVERSITY OF APPLIED SCIENCES VELIKA GORICA (VELEUČILIŠTE VELIKA GORICA)	HR ZAGREB08	Erasmus+ coordinator Nikola Bakarić, lect., mag. educ. inf. erasmus@vvg.hr +385 91 6008 287	General: https://vvg.hr/ Course catalogue: https://vvg.hr/mobilnost/en/mobilnost/
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 lro@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

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.

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? (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]
Velika Gorica	BA Kiseljak	061	ICT	1st, 2nd	-	-	1	5
		103	Security services	1st, 2nd	-	-	3	15
		091	Health	1st, 2nd	-	-	1	5
BA Kiseljak	Velika Gorica	061	ICT	1st, 2nd	3	5	1	5
		103	Security services	1st, 2nd	-	-	3	15
		091	Health	1st, 2nd	-	-	1	5

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ade-a42b-ff2cf3a442bf/ISCED-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 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
Vellka Gorica	All subject areas	Croatia	English	-	B2
BA Kiseljak	All subject areas	Bosnian	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.
- Any individual mobility funding, financial support or distribution of organizational support funds shall be performed according to the rules of current and future Erasmus+ KA131 and KA171 projects in which the partners are currently participating and will participate in the future.

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 ZAGREB08	Winter Term: from October to February Spring Term: from March to June	Nomination by sending HEI: Winter Term: Nomination: July 15 th Registration of arrival: September 20 th Spring Term: Nomination: January 10 th Registration of arrival: February 20 th
BA KISELJAK	Winter Term: from October to February Spring Term: from March to June	Nomination by sending HEI: Winter Term: Nomination: July 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 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 ZAGREB08	erasmus@vvg.hr +385 91 6008 287	https://vvg.hr/mobilnost/en/mobilnost/
BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

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 Charter*¹⁰.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

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

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student_charter_en

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 using cash, check or similar 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.

VELIKA GORICA

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation, Visa, Insurance, Inclusion of participants with fewer opportunities, Grant payments	HR ZAGREB08	International Cooperation and Projects Office erasmus@vvg.hr +385 91 6008 287	https://vvg.hr/en/

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 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.
Language Support	BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja
Visa	BA KISELJAK	iro@ceps.edu.ba +38730870870	Ministry of Foreign Affairs: http://www.mvp.gov.ba/konzularne_informacije/vize/default.asp

			https://www.ceps.edu.ba/Files/PDF/271.12020/CEPS%20Fact%20Sheet%20-%20BH.pdf
Insurance	BA KISELJAK	iro@ceps.edu.ba + 38730870870	https://www.ceps.edu.ba/Files/PDF/271.12020/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/161.12020/PRAVILNIK%20O%20RADU%20ALUMNI%20ASOCIJACIJE.pdf

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

HR ZAGREB08 uses the *European Credit Transfer and Accumulation System*

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 organisations 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 4 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' guide¹¹. 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 ZAGREB08		<table border="1"> <thead> <tr> <th data-bbox="1063 1097 1104 1512">National Grading Scheme</th> <th data-bbox="1063 1512 1104 1736">ECTS</th> <th data-bbox="1063 1736 1104 2016">Definition</th> </tr> </thead> <tbody> <tr> <td data-bbox="1031 1097 1063 1512">5</td> <td data-bbox="1031 1512 1063 1736">A</td> <td data-bbox="1031 1736 1063 2016">outstanding</td> </tr> <tr> <td data-bbox="998 1097 1031 1512">4</td> <td data-bbox="998 1512 1031 1736">B</td> <td data-bbox="998 1736 1031 2016">very good</td> </tr> <tr> <td data-bbox="966 1097 998 1512">3</td> <td data-bbox="966 1512 998 1736">C</td> <td data-bbox="966 1736 998 2016">good</td> </tr> <tr> <td data-bbox="933 1097 966 1512">2</td> <td data-bbox="933 1512 966 1736">D, E</td> <td data-bbox="933 1736 966 2016">sufficient</td> </tr> <tr> <td data-bbox="901 1097 933 1512">1</td> <td data-bbox="901 1512 933 1736">F</td> <td data-bbox="901 1736 933 2016">fail</td> </tr> <tr> <td colspan="3" data-bbox="803 1097 901 1512">passed all mid-term exams</td> </tr> <tr> <td colspan="3" data-bbox="706 1097 803 1512">defended</td> </tr> </tbody> </table> <p data-bbox="665 1097 698 1758">https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf</p> <table border="1"> <thead> <tr> <th data-bbox="609 1097 649 1377">Letter</th> <th data-bbox="609 1377 649 1545">Numeric Values</th> <th data-bbox="609 1545 649 1646">Points</th> <th data-bbox="609 1646 649 2016">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="576 1097 609 1377">A</td> <td data-bbox="576 1377 609 1545">5</td> <td data-bbox="576 1545 609 1646">90-100</td> <td data-bbox="576 1646 609 2016">Excellent</td> </tr> <tr> <td data-bbox="544 1097 576 1377">B</td> <td data-bbox="544 1377 576 1545">4</td> <td data-bbox="544 1545 576 1646">75-89</td> <td data-bbox="544 1646 576 2016">Very good</td> </tr> <tr> <td data-bbox="511 1097 544 1377">C</td> <td data-bbox="511 1377 544 1545">3</td> <td data-bbox="511 1545 544 1646">65-74</td> <td data-bbox="511 1646 544 2016">Good</td> </tr> <tr> <td data-bbox="479 1097 511 1377">D, E</td> <td data-bbox="479 1377 511 1545">2</td> <td data-bbox="479 1545 511 1646">55-64</td> <td data-bbox="479 1646 511 2016">Satisfactory</td> </tr> <tr> <td data-bbox="446 1097 479 1377">F, FX</td> <td data-bbox="446 1377 479 1545">1</td> <td data-bbox="446 1545 479 1646">0-54</td> <td data-bbox="446 1646 479 2016">Fail</td> </tr> </tbody> </table>				National Grading Scheme	ECTS	Definition	5	A	outstanding	4	B	very good	3	C	good	2	D, E	sufficient	1	F	fail	passed all mid-term exams			defended			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
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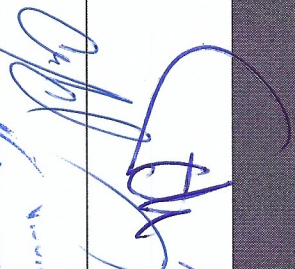

9. Any other information regarding the terms of the agreement (optional)

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10. Termination of the agreement

The inter-institutional agreement will be terminated automatically after the expiry of the agreed timeframe of the agreement. The agreement may be terminated unilaterally by any involved institution with notice of at least one academic year. 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. 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 ¹²
University of Applied Sciences Velika Gorica HR ZAGREB08	Ivan Toth, Dean		
BA KISELJAK	Doc.dr. Mirzo Selimić, Director		



¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation