

# Erasmus+ Programme

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

### Inter-institutional agreement 2015-2021<sup>1</sup> 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 the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>2</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course)
Universitatea Technica din Cluj Napoca – Centrul Universitar Nord din Baia Mare (Technical University of Cluj Napoca – North University Centre of Baia Nare)	RO CLUJ-NAP05	<b>Inst. Coordinator:</b> Assoc. Prof. Mircea Horgos, Engd.  <b>Contact person:</b> Name: Lect Christian Barz, PHD	Phone: +40 262218922/ext. 230 Fax: +40262276153 E-mail: <a href="mailto:mircea.horgos@cunbm.utcluj.ro">mircea.horgos@cunbm.utcluj.ro</a> Mailing address: 62A Victor Babes Street 430083 Baia Mare, Romania  Tel: +40262218922 Fax: +40262276153 E-mail: <a href="mailto:cristian.barz@cunbm.utcluj.ro">cristian.barz@cunbm.utcluj.ro</a>	<a href="http://www.utcluj.ro/">http://www.utcluj.ro/</a>
PIM University/ Bosnia and Herzegovina	Banja Luka	<b>Inst. Coordinator:</b> Prof. dr Snežana Pantelić Vujanić, rector  <b>Department coordinator:</b> Msc. Vesna Rodić	Phone: +381 64 231 1111 E-mail: <a href="mailto:konevski@sezampro.rs">konevski@sezampro.rs</a>  Phone: +387 65 635 586 E-mail: <a href="mailto:rodicvesna@yahoo.com">rodicvesna@yahoo.com</a>	<a href="http://www.univerzitetpim.com">http://www.univerzitetpim.com</a>

<sup>1</sup> Higher education institutions have to agree on the period of validity of this agreement.  
<sup>2</sup> Institutions should indicate their Erasmus code



## B. Mobility numbers<sup>3</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	
RO CLUJNAPO5	Banja Luka	0611	Computer use	1 <sup>st</sup> , 2 <sup>nd</sup>	1 students	x 3 months each
RO CLUJNAPO5	Banja Luka	0714	Electronics and automation	1 <sup>st</sup> , 2 <sup>nd</sup>	1 students	x 3 months each
RO CLUJNAPO5	Banja Luka	0413	Management and administration	1st, 2nd	1 students	x 3 months each
RO CLUJNAPO5	Banja Luka	0715	Mechanic and Metal trades	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0611	Computer use	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0714	Electronics and automation	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0413	Management and administration	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0715	Mechanic and Metal trades	1st, 2nd	1 students	x 3 months each

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
RO CLUJNAPO5	Banja Luka	0611	Computer use	1 staff member x 5 days	
RO CLUJNAPO5	Banja Luka	0714	Electronics and automation	2 staff members x 5 days each	

<sup>3</sup> 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>)



RO CLUJNAPO5	Banja Luka	0413	Management and administration	1 staff member x 5 days	
RO CLUJNAPO5	Banja Luka	0715	Mechanic and Metal trades	1 staff member x 5 days	
Banja Luka	RO CLUJNAPO5	0611	Computer use	1 staff member x 5 days	
Banja Luka	RO CLUJNAPO5	0714	Electronics and automation	2 staff members x 5 days each	
Banja Luka	RO CLUJNAPO5	0413	Management and administration	1 staff member x 5 days	
Banja Luka	RO CLUJNAPO5	0715	Mechanic and Metal trades	1 staff member x 5 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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
RO CLUJNAPO5	All	English	English, for several programs and courses for exchange students	B1	B2
Banja Luka	All	English	English, for several programs and courses for exchange students	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**<sup>5</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

<sup>4</sup> See Common European Framework of Reference for Languages



## B. Mobility numbers<sup>3</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	
RO CLUJNAPO5	Banja Luka	0611	Computer use	1 <sup>st</sup> , 2 <sup>nd</sup>	1 students	x 3 months each
RO CLUJNAPO5	Banja Luka	0714	Electronics and automation	1 <sup>st</sup> , 2 <sup>nd</sup>	1 students	x 3 months each
RO CLUJNAPO5	Banja Luka	0413	Management and administration	1st, 2nd	1 students	x 3 months each
RO CLUJNAPO5	Banja Luka	0715	Mechanic and Metal trades	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0611	Computer use	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0714	Electronics and automation	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0413	Management and administration	1st, 2nd	1 students	x 3 months each
Banja Luka	RO CLUJNAPO5	0715	Mechanic and Metal trades	1st, 2nd	1 students	x 3 months each

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subjec t area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
RO CLUJNAPO5	Banja Luka	0611	Computer use	1 staff member x 5 days	
RO CLUJNAPO5	Banja Luka	0714	Electronics and automation	2 staff members x 5 days each	

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



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. Any additional requirements**

RO CLUJ-NAP05: At the date of signing the agreement, the Technical University fo Cluj Napoca has limited infrastructure to welcome students and staff with physical disabilities: each case will be analyzed individually.

### **F. Calendar**

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

<b>Receiving institution</b> [Erasmus code or city]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
RO CLUJNAP05	October 2016	March 2016
Banja Luka	October 2016	March 2016

2. The receiving institution will send its decision within 5 weeks after the deadline.

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

The present contract may be modified by either party in agreement with the other party. The parties agree to solve in a friendly manner any controversy arising from the interpretation of the present agreement. 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. 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**

##### **Technical University of Cluj Napoca – North University Centre of Bala Mare**

ECTS grade	Grade and its Description	Range (extent) of knowledge (%)	Numeric value
Mark	In English		
A	Excellent (excellent results)	93 – 100	10
B	Very good (results above average)	85 – 92	9 8
C	Good (results on average)	77 – 84	7
		69 – 76	6



E	Sufficient (results fulfilling the minimum requirements)	51 – 68	5
FX	Insufficient (failed – further work required)	less than 50	4-1

University PIM of Banja Luka <http://www.univerzitetpim.com>

## 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 or city]	Contact details (e-mail, phone)	Website for information
RO CLUJNAPO5	Erasmus contact person: Lect. Ramona Demarcsek, PhD International Office, Tel: +40 262 218922 Fax: +40 262 276153 E-mail: Ramona.demarcsek@cunbm. utcluj.ro	<a href="http://www.mae.ro/en/node/2035">www.mae.ro/en/node/2035</a>
Banja Luka	<a href="mailto:marijana.mladenovic@fakultetpim.com">marijana.mladenovic@fakultetpim.com</a> phone: +387 51 378 300	<a href="http://mvp.gov.ba/konzularne_informacije/vize/default.aspx">http://mvp.gov.ba/konzularne_informacije/vize/default.aspx</a>

## 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 (e-mail, phone)	Website for information
RO CLUJNAPO5	Erasmus contact person: Lect. Ramona Demarcsek, PhD International Office, Tel: +40 262 218922 Fax: +40 262 276153 E-mail: Ramona.demarcsek@cunbm.ut cluj.ro	<a href="http://www.mae.ro/en/node/2035">www.mae.ro/en/node/2035</a>
Banja Luka	<a href="mailto:marijana.mladenovic@fakultetpim.com">marijana.mladenovic@fakultetpim.com</a> Tel/fax +387 51 378 300	<a href="http://mvp.gov.ba/konzularne_informacije/vize/default.aspx">http://mvp.gov.ba/konzularne_informacije/vize/default.aspx</a>



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 (e-mail, phone)	Website for information
RO CLUJNAP05	Erasmus contact person: Lect. Ramona DEMarcsek, PHD International office, Tel.: +40 262 218922 Fax: +40 262 276153 Ramona.demarcsek@cunbm.ut cluj.ro	<a href="http://www.upt.ro/international">www.upt.ro/international</a>
Banja Luka	<a href="mailto:marijana.mladenovic@fakultet.pim.com">marijana.mladenovic@fakultet.pim.com</a> phone: +387 51 378 300	<a href="http://mvp.gov.ba/konzularne_informacije/vize/default.aspx">http://mvp.gov.ba/konzularne informacije/vize/default.aspx</a>

#### SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
Banja Luka <i>1.316/15</i>	<b>Prof. Dr. Snežana Pantelić Vujanić</b> , Rector	09.11.2015	<i>[Handwritten Signature]</i>
RO CLUJNAP05	<b>Prof. Dr. Ing. Vasile TOPA</b> , Rector	12.11.2015	<i>[Handwritten Signature]</i>

