

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

Inter-institutional¹ agreement 2018-2021²
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+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITATEA POLITEHNICA TIMIȘOARA / ROMANIA PIC: 999856795	RO TIMISOA04	Prof. Dr. ing. Lia DOLGA Erasmus+ Institutional coordinator, Head of Department for International Relations Tel: +40 256 403033 Fax : +40 256 403134 E-mail: lia.dolga@upt.ro Address: 2, P-ta Victoriei, RO-300006 Timisoara Departmental coordinator: Lect. Dr. Mihaela POPA, Department for Electrical Engineering and Industrial IT in Hunedoara mihaela.popa@fih.upt.ro Tel: +40 722 316887	www.upt.ro/international
UNIVERSITY OF BUSINESS, ENGINEERING AND MANAGEMENT / BOSNIA AND HERZEGOVINA PIC: 923369385	BANJA LUKA	Snezana Pantelic Vujanic, Rector, Erasmus+ Institutional coordinator Tel: +381 54 231 111 E-mail: konevski@sevamoro.rs Address: Ulica Despota Stefana Lazarevica bb, Banja Luka, Bosnia and Herzegovina Departmental coordinator: Msc Vesna Rodic rodicvesna@yahoo.com Tel: +387 65 635 586	http://www.mssstate.edu/

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 28 EU countries, 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.

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.

B. Mobility numbers⁷ 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching [average duration *]	Staff Mobility for Training *
RO TIMISOA04	Banja Luka	0114	Teacher training with subject specialization	2 staff members X 5 days each	2 staff members X 5 days each
		023 or 032	Languages or Journalism and information	1 staff member X 5 days each	1 staff member X 5 days each
Banja Luka	RO TIMISOA04	0114	Teacher training with subject specialization	2 staff members X 5 days each	2 staff members X 5 days each
		023 or 032	Languages or Journalism and information	1 staff member X 5 days each	1 staff member X 5 days each

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]
RO TIMISOA04		Romanian	English, German, French	B1	B2 (Romanian, English, French or German)
Banja Luka		Serbian	English	B1	B2 (Serbian or English)

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>)

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>

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 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; 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.]

RO TIMISOA04: At the date of signing the agreement, Politehnica University Timisoara has limited infrastructure to welcome students and staff with physical disabilities: each case will be analyzed individually.

Banja Luka: At the date of signing the agreement, The University for Business and Management 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:

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
RO TIMISOA04	May 20 th	November 20 th
Banja Luka	October 15 th	March 15 th

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

Politehnica University Timisoara (RO TIMISOA04): The grades are integer values from 1 to 10, with the maximal value of 10 (the highest level of knowledge and skills) and the minimal level of 5 (a basic level of knowledge is required, covering the main topics taught) for passing the examination. The Romanian Ministry of Education recommends the following interpretation of each grade:

<i>Romania</i>	<i>1 - 4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>
<i>ECTS</i>	<i>F</i>	<i>E</i>	<i>D</i>	<i>C</i>	<i>C</i>	<i>B</i>	<i>A</i>

ECTS credits:

1 academic year = 60 credits
1 semester = 30 credits

University of Business, Engineering and Management: The University of Business and Management / Republic of Bosnia and Hertzegovina : The grades are integer values from 1 to 10, with the maximal value of 10 (the highest level of knowledge and skills) and the minimal level of 5 (a basic level of knowledge is required, covering the main topics taught) for passing the examination. The Republic of Srpska Ministry for Education and culture recommends the following interpretation of each grade:

BiH	1-2	3-4	5	6	7	8	9	10
ECTS	Less than 50o/o	Less than 50o/o	Less than 50o/o	52-68 o/o	69-76 o/o	77-84o/o	85-92%	93-100o/o

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	Contact details (email, phone)	Website for information
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city]		
RO TIMISOA04	incoming@upt.ro T. +40-256-403034	www.mae.ro/en/node/2035
Banja Luka	rodicvesna@yahoo.com T. +387-51-378-300	http://mvp.gov.ba/konzularneinformacije/vize/default.aspx

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
RO TIMISOA04	incoming@upt.ro T. +40-256-403034	www.upt.ro/international http://ec.europa.eu/social/main.jsp?catId=559
Banja Luka	rodicvesna@yahoo.com T. +387-51-378-300	http://mvp.gov.ba/konzularneinformacije/vize/default.aspx



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
RO TIMISOA04	incoming@upt.ro T. +40-256-403034	www.upt.ro/international
Banja Luka	rodicvesna@yahoo.com T. +387-51-378-300	http://mvp.gov.ba/konzularneinformacije/vize/default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
RO TIMISOA04	Prof. Dr. eng. Viorel- Aurel ȘERBAN, Rector	03.10.2017	
UNIVERSITY OF BUSINESS, ENGINEERING AND MANAGEMENT / BANJA LUKA	Prof. Dr. Snezana Pantelic Vujanic, Rector	20.09.2017 1.18.17	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation