



Erasmus+

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

**Inter-institutional¹ agreement 2020-2022
between institutions from
Programme and Partner Countries²**

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 city ³	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Ekonomška šola Celje, Slovenija	SI CELJE10	Mojca Sendelbah mojca.sendelbah@gu est.arnes.si +386 31 326 168	http://1291.gvs.arnes. si/visja/
UNIVERSITET ZA POSLOVNI INZENJERING I MENADZMENT University PIM Bosnia and Herzegovina	BANJA LUKA	Dejan Kojić dejan.kojic@univerzitet etpim.com +387 66 253 217	http://univerzitetpim.c om/erasmus-program/

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 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.

³ 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.

⁴ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers per 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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
BANJA LUKA	SI CELJE10	0311	Economics	3 X 6 days = 18 days	Combine with training
SI CELJE10	BANJA LUKA	0311	Economics	6 x 6 days = 36 days	Combine with training

C. 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.

D. Information

1. 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
SI CELJE10	Mojca Sendelbah mojca.sendelbah@guest.arnes.si 00386 31 326 168	http://visja.escelje.si/erasmus/
BANJA LUKA	Dejan Kojić dejan.kojic@univerzitetpim.com +387 66 253 217	http://univerzitetpim.com/erasmus-program/


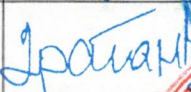
2. Housing

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
SI CELJE10	Mojca Sendelbah mojca.sendelbah@guest.arnes.si 00386 31 326 168	http://visja.escelje.si/erasmus/
BANJA LUKA	Dejan Kojić dejan.kojic@univerzitetpim.com +387 66 253 217	http://univerzitetpim.com/erasmus-program/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
SI CELJE10	Bernarda Marčeta, Ravnateljica - direktorica	5. 10. 2020	
BANJA LUKA	prof. dr Dragan Đuranović rektor	7. 10. 2020	



⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation