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 institutions[1] 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 Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], 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.

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[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
Politehnica University Timisoara PIC: 999856795 OID: E10208767	RO TIMISOA04	Prof. Dr. ec. Claudiu ALBULESCU, Head of the Department for International Relations & Erasmus+ Institutional Coordinator E-mail: claudiu.albulescu@upt.ro Phone: +40-256-403033 Address: 2, P-ta Victoriei, 300006 Timisoara, ROMANIA Departmental coordinators: • Lect. Dr. eng. Mihaela POPA, Dep. of Electrical Engineering and Industrial IT of Hunedoara (0114, 023), mihaela.popa@upt.ro • Lect. Dr. eng. Marius BENEA, Dep. of Engineering and Management of Hunedoara (0413, 0414, 0521, 0712, 0788), marius.benea@fih.upt.ro • Prof. Dr. ec. Claudiu ALBULESCU, Dep. of Management (041), claudiu.albulescu@upt.ro • Assoc. Prof. Dr. eng. Ciprian-Bogdan CHIRILA, Dep. of Computer and Information Technology (061), ciprian.chirila@upt.ro	General: www.upt.ro/international Course catalogue: http://upt.ro/international/pagina.php?id=149&lb=en

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[5] Higher education institutions (HEIs) from 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.

| University of Business, Engineering and Management

PIC: **923369385**

OID: | Banja Luka | Institutional Coordinator:
Assis. Prof. Dr. Dejan Kojić, Vice-Rector for Science and International Relation

Address: Despota Stefana Lazarevića bb, 78000 Banjaluka, Bosnia and Herzegovina

E-mail: kojic.d@hotmail.com
Tel: +387 51 378-300 | General: https://univerzitetpim.com/

Faculty/faculties:

https://univerzitetpim.com/ekonomski-fakultet/

https://univerzitetpim.com/tehnicki-fakultet/

https://univerzitetpim.com/racunarske-nauke/

https://univerzitetpim.com/pravni-fakultet/

https://univerzitetpim.com/filozofski-fakultet/

Course catalogue:

https://univerzitetpim.com/erasmus-program/undergraduate-courses-in-english/

https://univerzitetpim.com/erasmus-program/graduate-courses-in-english/ |
| | | Department Coordinators:

Assis. Prof. Dr. Ljubica Janjetović, Dep. of Engineering and IT, ljubicajanjetovic@gmail.com +387 51 378-300

Assoc. Prof. Dr. Simonida Vilić, Dep. Of Economics and Management, svilic26@yahoo.com +387 51 378-300

Assoc. Prof. Dr. Predrag Raosavljević, Dep. Of Law and Social Sciences, praosavljevic@ombudsmen.gov.ba +387 65 000-816 | |

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. In case of later updates in the mobility data, the partners agree to accept informal communication means (exchanges of emails as written proof).

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]	Subject area NAME	Study cycle [short cycle, 1st , 2nd or 3rd]	Number of mobility periods			
					Student Mobility for Studies [Specify here total number of students]	Student Mobility for Studies [Specify here total number of months]	Student Mobility for Traineeships [Specify here total number of students]	Student Mobility for Traineeships [Specify here total number of months]
RO TIMISOA04 (Hunedoara campus)	Banja Luka	0413	Management and administration	1st, 2nd	2	10	1	5
		0414	Marketing and advertising	1st, 2nd	2	10	1	5
		0712	Environmental protection technology	1st, 2nd	2	10	1	5
		0788	Interdisciplinary engineering programmes	1st, 2nd	2	10	1	5
RO TIMISOA04 (Timisoara campus)	Banja Luka	041	Business and administration	1st, 2nd	2	10	1	5
		061	Information and communication	1st, 2nd	2	10	1	5

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[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

			technologies					
Banja Luka	RO TIMISOA04 (Hunedoara campus)	0413	Management and administration	1st, 2nd	2	10	1	5
		0414	Marketing and advertising	1st, 2nd	2	10	1	5
		0712	Environmental protection technology	1st, 2nd	2	10	1	5
		0788	Interdisciplinary engineering programmes	1st, 2nd	2	10	1	5
Banja Luka	RO TIMISOA04 (Timisoara campus)	041	Business and administration	1st, 2nd	2	10	1	5
		061	Information and communication technologies	1st, 2nd	2	10	1	5

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[8]	Subject area NAME	Number of mobility periods			
				Staff Mobility for Teaching [Specify here total number of staff]	Staff Mobility for Teaching [Specify here total number of days]	Staff Mobility for Training [Specify here total number of staff]	Staff Mobility for Training [Specify here total number of days]
RO TIMISOA04 (Hunedoara campus)	Banja Luka	0114	Teacher training with subject specialisation	3	21	3	21
		023	Languages	2	14	2	14
		0414	Marketing and advertising	2	14	1	7
		0521	Environmental sciences	2	14	1	7
		0788	Interdisciplinary engineering programmes	2	14	2	14
RO TIMISOA04 (Timisoara campus)	Banja Luka	041	Business and administration	2	14	1	7
		061	Information and communication technologies	2	14	1	7
Banja Luka	RO TIMISOA04 (Hunedoara campus)	0114	Teacher training with subject specialisation	3	21	3	21
		023	Languages	2	14	2	14
		0414	Marketing and advertising	2	14	1	7

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[8] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

		0712	Environmental protection technology	2	14	1	7
Banja Luka	RO TIMISOA04	041	Business and administration	2	14	1	7
	(Timisoara campus)	061	Information and communication technologies	2	14	1	7

Additional information

Blended mobility: yes

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 skills[9] 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]
RO TIMISOA04	All	Romanian	English	B1, no certificate required	B2, no certificate required
Banja Luka	All	Serbian	English	B1, no certificate required	B2, no certificate required

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.

[9] 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.

This section is applicable only for KA171.

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

OS Use and Repartition	Priority Objectives
The organisational support grant will be shared as follows: - 30% of the OS funds go to UPT to cover project management costs - 70% of the OS funds are shared equally between the partners: 35% go to the sending organization and 35% go to the receiving organization. The organisational support grant is awarded exclusively for approved and completed mobilities. Organisational support grant is not awarded for persons accompanying participants.	1. Cover costs related to the implementation/management of the mobility project (for example: facilitating the integration of incoming participants, ensuring efficient mentoring and supervision of the participants, monitoring visits)
	2. Cover costs related to the promotion of the Erasmus+ programme and organising a fair and transparent selection of students and staff (for example: creating and distributing promotional materials, promoting the participation of individuals with fewer opportunities)
	3. Cover costs related to the linguistic and intercultural preparation of the participants (incoming or outgoing), complementary to the Erasmus+ Online Language Support
	4. Cover costs related to the dissemination of the mobility results

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[10]
RO TIMISOA04	Winter Term: from late September to Early February	Winter Term: June 30
	Spring Term: from Mid February to Late June	Spring Term: November 30
Banja Luka	Winter Term: from October to February	Winter Term: June 30
	Spring Term: from March to July	Spring Term: November 30

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

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:

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

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
RO TIMISOA04	incoming@upt.ro Phone: +40-256-403034	http://upt.ro/international/index.php?id=&lb=en
Banja Luka	sredic50@gmail.com +387 51 378 300	https://univerzitetpim.com/erasmus-program/

Requirement	Details
Academic requirements	Selection criteria: • Number of ECTS credits (or equivalent) already completed before the start of the mobility: min. 60 ECTS • Subject area (ISCED code): according to the table in section 2 • Grade point average • Language skills
Motivation	Motivation letter and interview
Inclusion measures[11]	Bonus points in the selection process for: • Students/staff undertaking their first ever Erasmus mobility • Students/staff with fewer opportunities

6. Preparation and support

The Higher Education Institution(s) in a 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*[12].

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[11] 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

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

- 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 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.

RO TIMISOA04:

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	incoming@upt.ro +40-256-403034	http://upt.ro/international/index.php?id=&lb=en
Language Support	incoming@upt.ro +40-256-403034	Romanian language course can be provided if a sufficient number of students are interested.
Visa	incoming@upt.ro +40-256-403034	www.mae.ro/en/node/2035
Insurance	incoming@upt.ro +40-256-403034	http://ec.europa.eu/social/main.jsp?catId=559
Inclusion of participants with fewer opportunities	incoming@upt.ro +40-256-403034	Politehnica University Timisoara has limited infrastructure to welcome students and staff with physical disabilities: please provide details on the needs of the participant to confirm appropriate support is available.
Mentoring	incoming@upt.ro +40-256-403034	Academic support provided by the teaching staff members in charge of the classes chosen by the student. Administrative support provided by the Erasmus+ Office
Grant payments	incoming@upt.ro +40-256-403034	- 70% of the grant paid before the mobility when all the pre-mobility documents were submitted - 30% of the grant paid after the mobility when the post-mobility documents are received
Alumni information	Erasmus Student Network	

University of Business, Engineering and Management:

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Banja Luka	sredic50@gmail.com +387 51 378 300	
Language Support	Banja Luka	sredic50@gmail.com +387 51 378 300	Serbian language course can be provided if a sufficient number of students are interested.
Visa	Banja Luka	sredic50@gmail.com +387 51 378 300	http://www.mvp.gov.ba/konzularne_informacije/vize/Default.aspx
Insurance	Banja Luka	sredic50@gmail.com +387 51 378 300	http://ec.europa.eu/social/main.jsp?catId=559
Inclusion of participants with fewer opportunities	Banja Luka	sredic50@gmail.com +387 51 378 300	University PIM Banja Luka, has limited infrastructure to welcome students and staff with physical disabilities: please provide details on the needs of the participant to confirm appropriate support is available.
Mentoring	Banja Luka	sredic50@gmail.com +387 51 378 300	Academic support provided by the teaching staff members in charge of the classes chosen by the student. Administrative support provided by the International Relation Office
Grant payments	Banja Luka		
Alumni information	Banja Luka	sredic50@gmail.com +387 51 378 300	

7. Recognition

Institutions commit to:
- Ensure recognition for activities satisfactorily completed.

> RO TIMISOA04: The recognition tool that will be used is the European Credit Transfer and Accumulation System.
>
> University of Business, Engineering and Management: The recognition tool that will be used is the European Credit Transfer and Accumulation System.

- 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:
    - o 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.
    - o 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.
    - o Providing 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' guide[13]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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[13] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
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:

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

Banja Luka

The University of Business and Management, Bosnia and Herzegovina: 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 55%	Less than 55%	Less than 55%	55-64%	65-74%	75-84%	85-94%	95-100%

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

10. 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. However, in the event of unilateral

16

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.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[14]
RO TIMISOA04	Assoc. Prof. Dr. eng. Florin DRAGAN	07.02. 2022	
University of Business, Engineering and Management, Banja Luka	Prof. dr Dragan ĐURANOVIĆ, Rector	1.2.2022 no 1.10/22	

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[14] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation