



EUROPEAN UNION

**Erasmus+**  
Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme  
Inter-institutional agreement  
Key Action 1  
Mobility of 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<sup>1</sup> 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 20[21]-20[27] in:

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<sup>1</sup> 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.

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

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<sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>3</sup> and in line with the technical standards of the European Student Card Initiative<sup>4</sup>, 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. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
VISOKA TEHNICKA SKOLA STRUKOVNIH STUDIJA SUBOTICA Marka Oreškovića 16	RS SUBOTIC01	<u>Institutional Coordinator:</u> Livia Szedmina, PhD, International Relations Coordinator	General: <a href="https://www.vts.su.ac.rs">https://www.vts.su.ac.rs</a> Faculty/faculties: <a href="https://www.vts.su.ac.rs/mobility">https://www.vts.su.ac.rs/mobility</a> Course catalogue: <a href="https://www.vts.su.ac.rs/en/study/study-programs">https://www.vts.su.ac.rs/en/study/study-programs</a>

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)

<sup>5</sup> 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

24000 Subotica, Serbia		<u>Academic contact person:</u> Dr. Sanja Maravić Čisar Vice director for education	
<b>UNIVERSITY PIM,</b> despota Stefana Lazarevića bb, Banja Luka, Bosnia and Herzegovina	<b>BANJA LUKA</b> <b>E10015441</b>	Dr Dejan Kojić, Assistant Professor Vice-Rector for Science <a href="mailto:dejan.kojic@univerzitetpim.com">dejan.kojic@univerzitetpim.com</a> +387 66 253 217	General: <a href="https://univerzitetpim.edu.ba/">https://univerzitetpim.edu.ba/</a> Faculty/faculties: <a href="https://univerzitetpim.edu.ba/fakulteti/">https://univerzitetpim.edu.ba/fakulteti/</a> Course catalogue: <a href="https://univerzitetpim.edu.ba/erasmus-program/undergraduate-courses-in-english/">https://univerzitetpim.edu.ba/erasmus-program/undergraduate-courses-in-english/</a>
[...]			

## 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]	Field of educ ation [ISCE D] <sup>7</sup> (opti onal)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
RS SUBOTIC01	Banja Luka E10015441	071	Engineering and engineering trades	BSc, MSc	2	2x5	5	5x7
		061	Information and Communicatio n Technologies	BSc, MSc	2	2x5	5	5x7

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

			(ICTs)					
Banja Luka E10015441	RS SUBOTIC01	071	Engineering and engineering trades	BSc, MSc	2	2x5	5	5x7
		061	Information and Communication Technologies (ICTs)	BSc, MSc	2	2x5	5	5x7

#### Optional additional information

e.g. blended mobility, etc.

### 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<sup>8</sup> at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Field of education (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]
RS SUBOTIC 01	Banja Luka E10015441	Serbian	Hungarian	B2 Serbian, B2 English	B2 Serbian, B2 English
Banja Luka E10015441	RS SUBOTIC 01	Serbian		B2 Serbian, B2 English	B2 Serbian, B2 English

<sup>8</sup> 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>

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.

**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+ credit mobility period at their institution. 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.
- 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 OS costs will be used in accordance with the organizational work load of the mobility organizers.	Ensure high-quality organization & documentation, accurate preparation and reporting
	Ensure sufficient support to incoming / outgoing mobility participants: academic, study & course catalogue questions
	Ensure sufficient support to incoming / outgoing mobility participants: cultural & linguistic support for ease of integration
	Ensure sufficient support to incoming / outgoing mobility participants: visa, insurance, accommodation

**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 <sup>9</sup>
RS SUBOTIC01	Autumn Term: from October 1 to January 15 Spring Term: from February 15 to June 1 Note: calendar is flexible, thus subject to annual changes by a few days	June 15 December 15
Banja Luka E10015441	Autumn Term: from October 1 to January 15 Spring Term: from March 1 to June 10 Note: calendar is flexible, thus subject to annual changes by a few days	July 15 December 15

The receiving institution will send its decision within [x] 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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email)	Website for information
RS SUBOTIC01	Livia Szedmina, PhD: <a href="mailto:slivia@vts.ac.rs">slivia@vts.ac.rs</a> International Relations Coordinator	<a href="https://www.vts.su.ac.rs/mobility">https://www.vts.su.ac.rs/mobility</a>
Banja Luka E10015441	Dejan Kojić, PhD: <a href="mailto:dejan.kojic@univerzitetpim.com">dejan.kojic@univerzitetpim.com</a> Vice-Rector for Science	<a href="https://univerzitetpim.edu.ba/erazmus-razmjena/">https://univerzitetpim.edu.ba/erazmus-razmjena/</a>

<sup>9</sup> Please specify the deadline for each term and, if necessary, adapt to a trimester system.

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	no	
CV	Submit English-language CV	
Motivation letter	Submit English-language motivation letter	
<i>For KA171: Inclusion measures<sup>10</sup></i>	Partners promote inclusion and prioritize mobility candidates with fewer opportunities	

#### 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<sup>11</sup>](#).
- 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

<sup>10</sup> 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](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

<sup>11</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)

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.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	RS SUBOTIC01	Livia Szedmina, PhD: slivia@vts.ac.rs International Relations Coordinator +38124655233	<a href="https://www.vts.su.ac.rs/mobility-accommodation">https://www.vts.su.ac.rs/mobility-accommodation</a>
Language Support	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility-contact">https://www.vts.su.ac.rs/mobility-contact</a>
Visa	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility-contact">https://www.vts.su.ac.rs/mobility-contact</a>
Insurance	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility-contact">https://www.vts.su.ac.rs/mobility-contact</a>
Inclusion of participants with fewer	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility">https://www.vts.su.ac.rs/mobility</a>



opportunities			
Mentoring	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility">https://www.vts.su.ac.rs/mobility</a>
Grant payments	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility">https://www.vts.su.ac.rs/mobility</a>
Alumni information	RS SUBOTIC01	slivia@vts.ac.rs	<a href="https://www.vts.su.ac.rs/mobility">https://www.vts.su.ac.rs/mobility</a> <a href="https://alumni.vts.su.ac.rs/">https://alumni.vts.su.ac.rs/</a>

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Banja Luka E10015441	Darjana Sredic, MSc. <a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a> Office for International Cooperation +38751378300	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Language Support	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Visa	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Insurance	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Inclusion of participants with fewer opportunities	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Mentoring	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Grant payments	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>
Alumni information	Banja Luka E10015441	<a href="mailto:sredic50@gmail.com">sredic50@gmail.com</a>	<a href="https://univerzitetpim.edu.ba/alumni/">https://univerzitetpim.edu.ba/alumni/</a>

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

*Institutions ensure recognition of acquired ECTS as laid out in ECHE and ROE: <https://www.vts.su.ac.rs/mobility-ec>  
<https://www.vts.su.ac.rs/mobility-roe>*

- 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 [5] 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' guide](#)<sup>12</sup>. 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
RS SUBOTIC01		<a href="https://www.vts.su.ac.rs/mobility-grading">https://www.vts.su.ac.rs/mobility-grading</a>
Banja Luka E10015441		<a href="https://univerzitetpim.edu.ba/erasmus-program/">https://univerzitetpim.edu.ba/erasmus-program/</a>

<sup>12</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)

### 9. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. 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 <sup>13</sup>
RS SUBOTIC01	Dr Igor Fürstner Director	January 16, 2023	
Banja Luka E10015441	Dr Dragan Đuranović Rector	January 23, 2023 1.6-1/23	



<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation