



Visoka škola  
CEPS- Centar za  
poslovne studije Kiseljak

## MEMORANDUM OF BILATERAL AGREEMENT BETWEEN

PRIMLJENO

Datum: 17.02.2017

Broj: 393/17

GEA College - Faculty of Entrepreneurship, Dunajska 156, 1000  
Ljubljana, Slovenia

AND

University College "CEPS - Centre for Business Studies" Kiseljak,  
Josipa bana Jelačića bb, 71250 Kiseljak, Bosnia and Herzegovina

*In recognition by each Higher Education Institution (HEI) of the high quality of teaching and research conducted at the other, the above HEI desire to collaborate through student exchange, and have agreed to a Memorandum of Understanding.*

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## **MEMORANDUM OF UNDERSTANDING ON STUDENT EXCHANGE**

GEA College - Faculty of Entrepreneurship and University College "CEPS - Centre for Business Studies" desire to provide their students with a breadth of academic curriculum and an unique learning experience in an overseas environment and hereby agree to co-operate in the following manner.

### ***Definitions***

In this Memorandum, the following terms will be interpreted as follows:

- (a) "Exchange Period" - the period during which a student is attached for exchange, which shall be either one semester or two consecutive semesters;
- (b) "Exchange Student" - a student who participates in the exchange programme under this Memorandum;
- (c) "Home HEI" - the HEI in which an Exchange Student is originally enrolled;
- (d) "Host HEI" - the HEI to which an Exchange Student is attached for the duration of exchange;
- (e) "Unit of Exchange" - one Exchange Student attending an academic semester or a part thereof.

### ***Scope of Exchange***

The HEI hereby agree to institute an exchange programme. The programme is founded on the basis of reciprocity, with the intention of achieving on the part of each HEI an equal manner of Units of Exchange by the end of the duration of this Memorandum.

A maximum of 2 Unit of Exchange each way per academic year will initially be arranged. However, this number may vary in any given year, provided a balance of exchanges is obtained over the term of this Memorandum. The number may be amended by mutual agreement. If an Exchange Student withdraws before the end of a course, it will be considered as a completed exchange; no replacements will be allowed.

### ***Screening & Selection***

The Home HEI will be responsible for screening and selecting students for the programme and should ensure, amongst other things, that the students are proficient in the language of instruction at the Host HEI. The decision to accept or reject a student lies with the Host HEI.

### ***Candidature***

Each Exchange Student continues as a candidate for degree of his/her Home HEI and will not, by virtue of the exchange alone, be regarded as a candidate for degree of the Host HEI. However, an Exchange Student may on his/her own apply to be a candidate for degree of the Host HEI, bearing all the responsibilities of a student, including the payment of all fees.

### ***Accommodation***

The Host HEI will make every effort to assist Exchange Students to obtain, at the students' cost, on-campus accommodation or, if this is not available, off-campus accommodation within reasonable access to the campus. The Host HEI will also provide reasonable assistance on other matters of hospitality.

### ***Obligations to Students Only***

The obligations of the two HEI under this Memorandum are limited to Exchange Students only and do not extend to their spouses or dependants.

### ***Monetary Exchange***

No monetary consideration will be exchanged between the two Universities, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the programme.

### ***Regulations of Host HEI***

For the duration and purposes of the exchange, all Exchange Students will be subject to the academic rules and discipline of the Host HEI.

### ***Enrolment, Attendance & Assessment***

An Exchange Student is permitted to enroll at the Host HEI in any course, subject to admission requirements and time-table and capacity constraints. Full-time participation, as defined by the Host HEI, at the courses enrolled by the students is required. An Exchange Student who successfully completed courses at the Host HEI will obtain credits at the Home HEI in accordance with the regulations of the Home HEI.

### ***Student's Obligations***

Each host institution will issue the appropriate documents for visa purposes in accordance with current laws, although each Exchange Student shall be responsible for obtaining his/her own visa and other immigration formalities, and all other travel and related documents needed to pursue studies at the Host HEI.

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### ***Student's Obligations (continued)***

An Exchange Student shall pay tuition and other fees at his/her Home HEI during the Exchange Period. No tuition fees shall be payable to the Host HEI. An Exchange Student will also pay for all personal expenses incurred at the Host HEI, including visa, travel, housing, meals, health, books and stationery.

An Exchange Student is required to carry, at his/her own expense, adequate travel and medical insurance for the Exchange Period.

### ***Duration & Termination***

This Memorandum shall be for a period of 2 years from the date of its signing. Either HEI, may, in its absolute discretion, terminate the Memorandum by giving at least six months' written notice. Notwithstanding any such termination, all commitments already made in respect of particular Exchange Students shall be carried out till completion.

### ***Further cooperation between Institutions***

Institutions can continue their co-operation also in the frame of double degree, promotion of summer schools or at any other opportunity for cooperation.

### ***Applicable Law***

Any dispute arising out of this Memorandum or any exchange pursuant to it shall be resolved amicably. In any dispute with respect to a particular Exchange Student, this Memorandum shall be construed in accordance with the laws of the Host Country.

### ***Changes***

This Memorandum constitutes the entire agreement between the parties. Amendments may be made with the written mutual consent of the parties.

**GEA COLLEGE - FACULTY OF  
ENTREPRENEURSHIP**

  
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**Katja Kraškovic, MSc**  
Director

Date: 23.2.2017

**UNIVERSITY COLLEGE "CEPS - CENTRE FOR  
BUSINESS STUDIES" KISELJAK**

  
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**Selimić Mirzo, MA**  
Director

Date: 17.2.2017.

