



**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
under project no. 2024-1-SK01-KA171-HED-000225521**

Contract Parties:

- 1. The Slovak University of Agriculture in Nitra**
Address: Tr. A. Hlinku 2, 949 76 Nitra, Slovakia
Phone: +421 37 641 4111

represented by:

doc. Ing. Klaudia Halászová, PhD., rector

Erasmus code: SK NITRA02

Erasmus contacts:

doc. JUDr. Lucia Palšová, PhD., Erasmus+ institutional coordinator

E-mail: lucia.palsova@uniag.sk

Phone: +421 37 641 5079

Mgr. Eva Trabalíková, Erasmus+ ICM administrator

E-mail: eva.trabalikova@uniag.sk, erasmus@uniag.sk

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Website: www.uniag.sk

hereafter "SUA"

and

- 2. Visoka škola "CEPS-CENTAR ZA POSLOVNE STUDIJE" Kiseljak**
Address: Josipa bana Jelačića bb, 71250 Kiseljak
Phone: +387 30 870 870

represented by: Doc. dr Mirzo Selimić

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City: Kiseljak

Country: Bosnia and Herzegovina

Contact person: Dr.sc. Nermin Palić

E-mail: iro@ceps.edu.ba
Phone: +387 30 870 870
Website: <https://www.ceps.edu.ba>

hereafter "CEPS"

Article 1

1.1 The Contract Parties agree:

- to cooperate in the exchange of students and/or staff in the context of the Erasmus+ programme.
- to sound and transparent management of funds allocated to them through Erasmus+
- to respect the quality requirements of the Erasmus Charter for Higher Education¹ in all aspects of the organization and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution.
- to exchange their mobility-related data according to the principles of GDPR² and in line with the technical standards of the European Student Card Initiative³, 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.
- This agreement is valid for the Erasmus+ call KA171 2024.

Article 2

2.1 The Contract Parties agree on the following.

¹https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

²https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

³https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

Mobility numbers⁴ during the period of realization of project no. 2024-1-SK01-KA171-HED-000225521:

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED CODE]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd , or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships [total number of months of the study periods or average duration]
BA KISELJA01	SK NITRA02	0810 041 071 104	Agriculture Business and administration Engineering and engineering trades Transport services	1 st		2 persons for 3 months each

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED 2013] *	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration]	Staff Mobility for Training [total number of days of the teaching periods or average duration]
BA KISELJA01	SK NITRA02	0810 041 071 104	Agriculture Business and administration Engineering and engineering trades Transport services		2 persons for 7 days each (including travelling)
SK NITRA02	BA KISELJA01	0810 041 071 104	Agriculture Business and administration Engineering and engineering trades Transport services		2 persons for 7 days each (including travelling)

⁴ 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>)

* List of ISCED codes: http://ec.europa.eu/education/tools/isced-f_en.htm;
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

Note: The contract parties commit to amend the table above in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

2.2 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 mobility period.

Receiving institution [Erasmus code or city]	Optional: Subject area *	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SK NITRA02		SK	EN	English B2	English B2
BA KISELJA01		Bosnian / Croatian	EN	English B1	English B1

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:

SUA in Nitra: <http://is.uniag.sk/katalog/index.pl?jak=rozsirene;lang=en>

CEPS: <https://en.ceps.edu.ba/Studiji.aspx>

⁵ See Common European Framework of Reference for Languages

Article 3

3.1 Fundamental principles and other mobility requirements - BEFORE MOBILITY

a) **SUA as a contract party located in a programme country⁶** of Erasmus+ commits to respect the Erasmus Charter for Higher Education of which it is a holder. The charter can be found here:

<http://cdn.uniag.sk/contao/files/download/dokumenty/Zahranicne%20Zuzana/Zahranicne%20Alica/Erasmus%20charta%202021-2027.pdf>

b) **CEPS as a contract party located in the partner country** of Erasmus+ commits to respect the following set of principles and requirements depending on the type of realized mobility:

- 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 or participants with fewer opportunities⁷.
- Apply a selection process that is 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.
- Send Results of the selection process to the SUA in accordance to ANNEX I of this Agreement and in accordance with the actual Academic Calendar of SUA (available at <http://www.uniag.sk/en/practical-information-for-exchange-students/>)
- Ensure recognition for satisfactorily completed activities of the student/staff mobility.
- Charge no fees to incoming students/staff 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/staff for costs such as insurance, student unions and the use of miscellaneous material.
- Provide information on courses (content, level, scope, language) well in advance of the mobility periods to be transparent to all parties and allow mobile students/staff 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 mobility for education is based on a **Learning Agreement for**

⁶ Erasmus+ programme countries are the 27 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

⁷ 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

studies and staff mobility on a **Mobility Agreement for staff** and is validated in advance between the CEPS, the SUA, and the mobile participants.

- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter⁸.
- Provide assistance related to obtaining **visas**, when required, for outbound and incoming mobile participants. Costs for visas will be covered by the mobile participant.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outbound mobile participants and inform them of cases in which insurance cover is not automatically provided. **Insurance is obligatory**. Costs for insurance will be covered by the mobile participant.
- Provide guidance to incoming participants in finding accommodation.

3.2 Fundamental principles and other mobility requirements – DURING AND AFTER MOBILITY

a) **SUA as a contract party located in a programme country⁹** of Erasmus+ commits to respect the Erasmus Charter for Higher Education of which it is a holder. The charter can be found here:

<http://cdn.uniag.sk/contao/files/download/dokumenty/Zahranicne%20Zuzana/Zahranicne%20Alica/Erasmus%20charta%202021-2027.pdf>

- SUA commits to inform the mobile participant on the process of opening a bank account in Slovakia.
- 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.
- SUA commits to provide, free-of-charge, incoming mobile students and CEPS with Certificates and Transcripts of records in English containing a full, accurate and timely record of their achievements at the end of their mobility period.
- SUA commits to provide, free-of-charge, incoming mobile staffs and CEPS with Certificates in English containing a full, accurate and timely record of their achievements at the end of their mobility period.

b) **CEPS as a contract party located in the partner country** of Erasmus+ commits to respect the following set of principles and requirements depending on the type of realized mobility:

⁸ The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

⁹ Erasmus+ programme countries are the 27 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Ensure equal academic treatment and services for home students/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.
- Ensure that staff are given recognition for their training activities undertaken during the mobility period, based on a mobility agreement.
- 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 participants and SUA with Certificates and Transcripts of records in English 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.

Article 4

Contract Parties further agree:

- to respect the Erasmus+ Programme Guide available at: <https://www.you-net.eu/erasmus-programme-guide.html>
- in selection procedure for mobile participants to create evaluation criteria considering:
 - Study results in case of students / academic merit in case of staff
 - Language skills
 - Motivation of the mobile participants

In case of equivalent academic level preference should be given to students/staff from less advantaged socio-economic backgrounds.
- to ensure dissemination of results of realized mobilities via web site, presentation of mobile participants etc. and send to SUA relevant information about dissemination activity.
- 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.
- to provide in advance the actual Academic Calendar and Calendar of deadlines (see ANNEX I to this Agreement)
- to provide information needed for preparation of the final report of the project.
- to provide assistance in the process of applying for PIC - if needed

contact person for assistance in the process of applying for PIC:

Eva Trabalíková, +421 37 641 5519, eva.trabalikova@uniag.sk, erasmus@uniag.sk

Article 5

Contract parties agree that:

- Information and assistance about obtaining visa will be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
BA KISELJA01	iro@ceps.edu.ba +38730870870	Ministry of Foreign Affairs: http://www.mvp.gov.ba/konzularne_informacije/vize/default.aspx https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
SK NITRA02	Eva.Trabalikova@uniag.sk , +421 37 641 5519	http://www.uniag.sk/en/visa-and-residence-permit/

- Information and assistance about insurance will be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja
SK NITRA02	Eva.Trabalikova@uniag.sk , +421 37 641 5519	http://www.uniag.sk/en/insurance/

- Information and assistance about accommodation will be provided by the following persons and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf We don't have a student's dorm, but contacting us on our e-mail we can provide you with information about the local accommodations.
SK NITRA02	Eva.Trabalikova@uniag.sk, +421 37 641 5519	http://www.uniag.sk/en/accomodation/

Article 6



Final provisions

1. The Contract Parties agree with the terms of this agreement.
2. Any change to this agreement must be made by an amendment in written form and must be numbered and signed by both parties.
3. Any oral agreements between the parties are not valid and binding.
4. In case of any dispute arising between contract parties, in connection with this Agreement, Slovak courts decide. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.
5. An integral part of this agreement is:

Annex I Calendar of deadlines
Annex II Grading systems of the institutions

6. This agreement shall enter into force on the date when the last of the two parties signs it.
7. This agreement is valid until 31.7.2027.
8. The Parties declare that this Agreement expresses their free will and consent to sign it after having carefully studied its content.
9. The contract is drawn up in 2 copies, of which each Party receives one and two are for administrative purposes.

SIGNATURES of legal representatives

Institution [Erasmus code or name and city]	Name, function	Date	Signature
SK NITRA02	doc. Ing. Klaudia Halászová, PhD. Rector	06-05-2025	
BA KISELJA01	Doc.dr. Mirzo Selimić, Director	13.02.2025.	

SLOVENSKÁ AGRÁRNÁ
UNIVERZITA V NITRE
Trieda Andreja Hlinku 2, 949 76 Nitra
IČO: 00 397 482



LIST OF ANNEXES:

ANNEX I Calendar of deadlines

1. Nominations of selected students and must reach the receiving institution by:

Receiving institution	Autumn term	Spring term
SK NITRA02	31 MAY	31 OCTOBER
BA KISELJA01	5 SEPTEMBER	30 JANUARY

2. Nominations of selected staff must reach the receiving institution at least 1 month before the planned mobility.
3. The receiving institution will send its decision within 3 weeks after receiving the applications.
4. A Certificate and Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving institution.

ANNEX II Grading systems of the institutions

Slovak University of Agriculture in Nitra:

ECTS		
Grade	Grade	Predicate (percentage of performance evaluation)

1	A	Excellent (93-100%)
1,5	B	Very good (86-92%)
2	C	Good (79-85%)
2,5	D	Satisfactory (72-78%)
3	E	Sufficient (64-71%)
-	F	Unsatisfactory / Fail (less than 63%)
Započitané/Passed	Participation: i.e., the student has successfully and regularly attended the course.	

Visoka škola CEPS Kiseljak:

<https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf>

Letter	Numeric Values	Points	Description
A	5	90-100	Excellent
B	4	75-89	Very good
C	3	65-74	Good
D, E	2	55-64	Satisfactory
F, FX	1	0-54	Fail