



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



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The institutions¹ 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:

- 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 Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, 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 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
Altınbaş University	TR ISTANBU3 8	Erasmus and Exchange Programs Specialist Elnaz Faalshahrivar erasmus@altinbas.edu.tr Phone +90 (0212) 604 01 00	General: altinbas.edu.tr Faculty/faculties: Altınbaş University Undergraduate Schools Faculties Course catalogue: ECTS - ALTINBAS - Lisans Programları
University College "CEPS – Centre for Business Studies" Kiseljak	BA KISELJAK	Josipa bana Jelčića hb 71250 Kiseljak, Bosnia and Herzegovina Nermin Palić, PhD Head of the International Office iro@ceps.edu.ba +38730870870	General: https://www.ceps.edu.ba/ Faculty/faculties: https://www.ceps.edu.ba/Studiji Course catalogue: https://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1
[...]			

⁵ 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.

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



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 education [ISCED] ⁷ (optional)	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]
TR ISTANBU 38	BA KISELJAK	0410	Business Economy Law	1 st 2 nd 3 rd	1	1 semester	1	7
	TR ISTANBU 8	0421	Economics	1 st	1 studies	1 semester		
	BA KISELJAK	0311	Business and administratio n					
		0410	Management and administratio n					
		0413						

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-f72cf3a442bf/ISCED-F-%2020213-%20-%20Detailed%20field%20descriptions.pdf>

		071	Engineering and engineering trades							
		091	Health							

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 skills⁸ 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	Staff Mobility
				[Minimum recommended level in at least one of the languages: B1]	[Minimum recommended level in at least one of the languages for teaching: B2]

⁸ 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>

TR ISTANBU 38		English		B2	B2
BA KISELJAK	TR ISTANBU38	English	Bosnian	B2	B2

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

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 ⁹
TR ISTANBU 38	Autumn Term: from October to February Spring Term: from February to June	Autumn Term: End of July Spring Term: End of December
BA KISELJAK	Winter Term: from October 2025 to February 2026 Spring Term: from March 2026 to June 2026	Winter Term: Nomination: September 4 th Registration: October 1 st Spring Term: Nomination: January 30 th Registration: February 15 th

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

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

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
TR ISTANBU 38	erasmus@altinbas.edu.tr	Erasmus – Altınbaş Global
BA KISELJAK	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

Academic and additional requirements

Requirement	Details	Website for information (optional)
Altınbaş University TR ISTANBU 38		
Academic requirements	30 ECTS Language Certificate (English)	Erasmus – Altınbaş Global
		<ol style="list-style-type: none"> To be enrolled at one of the full-time programmes at the home university and not to be in the position of graduation. If benefited from any of Lifelong Learning Programme/Erasmus+ programmes in the current cycle of BA, total duration of mobilities cannot exceed 12 months, including the intended activity.

		<p>3. GPA for BA students: minimum 2.30 over 4.00</p> <p>4. To have a document that certifies at least B1 level (or 60 points over 100) of English.</p> <p>5. All the applicant students are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding % 50 of GPA to % 50 of foreign language score and are nominated beginning from the top of the list for the available quota.</p>
CV	Traineeship Mobility	
Motivation letter	Required	https://global.altinbas.edu.tr/
Other		https://global.altinbas.edu.tr/

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 Charter¹⁰.
- 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:

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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.

TR ISTANBU 38

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	TR ISTANBU38		erasmus@altinbas.edu.tr

Visa		Ministry of Foreign Affairs: http://www.myp.gov.ba/konzularne_informacije/vize/default.aspx https://www.ceps.edu.ba/Files/PDF/27.1.2020/CEPS%20Fact%20Sheet%20-%20BH.pdf https://www.ceps.edu.ba/Files/PDF/27.1.2020/CEPS%20Fact%20Sheet%20-%20BH.pdf
Inclusion of participants with fewer opportunities	BA KISELJAK	iro@ceps.edu.ba + 38730870870 https://inclusivemobility.eu/countries/hr/institutions/6268
Mentoring	BA KISELJAK	Head of IRO ECTS coordinators Traineeship Supervisors iro@ceps.edu.ba + 38730870870 https://www.ceps.edu.ba/Medunarodna_suradnja https://www.ceps.edu.ba/Kontakt
Grant payments	BA KISELJAK	/
Student support	BA KISELJAK	iro@ceps.edu.ba + 38730870870 https://www.ceps.edu.ba/Medunarodna_suradnja https://www.ceps.edu.ba/Kontakt https://www.ceps.edu.ba/Alumni

Recognition

7. 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' guide¹¹. 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																															
		Undergraduate	Graduate	Undergraduate	Graduate																												
TR ISTANBU 38 Altınbaş University		<table border="1"> <thead> <tr> <th>AU Grade</th> <th>ECTS Equivalency</th> <th>AU Grade</th> <th>ECTS Equivalency</th> </tr> </thead> <tbody> <tr> <td>AA</td> <td>A</td> <td>AA</td> <td>A</td> </tr> <tr> <td>BB/BA</td> <td>B</td> <td>BB/BA</td> <td>B</td> </tr> <tr> <td>CB</td> <td>C</td> <td>CB/CC</td> <td>C</td> </tr> <tr> <td>CC/DC</td> <td>D</td> <td>F</td> <td>F</td> </tr> <tr> <td>DD</td> <td>E</td> <td></td> <td></td> </tr> <tr> <td>F</td> <td>F</td> <td></td> <td></td> </tr> </tbody> </table>	AU Grade	ECTS Equivalency	AU Grade	ECTS Equivalency	AA	A	AA	A	BB/BA	B	BB/BA	B	CB	C	CB/CC	C	CC/DC	D	F	F	DD	E			F	F					
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BA KISELJAK		https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf																															
		<table border="1"> <thead> <tr> <th>Letter</th> <th>Numeric Values</th> <th>Points</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>5</td> <td>90-100</td> <td>Excellent</td> </tr> <tr> <td>B</td> <td>4</td> <td>75-89</td> <td>Very good</td> </tr> <tr> <td>C</td> <td>3</td> <td>65-74</td> <td>Good</td> </tr> <tr> <td>D, E</td> <td>2</td> <td>55-64</td> <td>Satisfactory</td> </tr> <tr> <td>F, FX</td> <td>1</td> <td>0-54</td> <td>Fail</td> </tr> </tbody> </table>	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							
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¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

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

9. Termination of the agreement

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹²
TR ISTANBU 38 Atınbaş University	Prof. Dr. Cemal İbiş, Acting Rector		
BA KISELJAK	Doc.dr. Mirzo Selimić, Director	03.11.2025.	 

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

Elmas Raed

