



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

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 |
|--|-----------------------------------|---|---|
| CIFP Universidade Laboral | E LA-CORU06 | José L. Vázquez Otero jvotero@edu.xunta.es +34881960820 | <p>General: https://www.edu.xunta.gal/centros/iesuniversidadelaboralcoruna/ Faculty/faculties: https://www.edu.xunta.gal/centros/iesuniversidadelaboralcoruna/ Course catalogue: https://www.edu.xunta.gal/centros/iesuniversidadelaboralcoruna/</p> |
| Visoka skola CEPS - Centar za poslovne studije Kiseljak | KISELJAK | Nermin Palic iro@ceps.edu.ba + 387 30 870-870 | <p>General: www.ceps.edu.ba Faculty/faculties: www.ceps.edu.ba Course catalogue: www.ceps.edu.ba</p> |

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.

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 [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] |
| E LA-CORU06 | | English | Spanish | B1 | B2 |
| KISELJAK | | English | | B1 | 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.

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>

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 |
|---|---|--|
| E LA-CORU06 | Winter Term : from September to January | Winter Term: before the beginning of September |
| | Spring Term : from January to June | Spring Term: before the beginning of January |
| KISELJAK | Winter Term : from September to January | Winter Term: before the beginning of September |
| | Spring Term : from January to June | Spring Term: before the beginning of January |

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.

| Requirement | Details | Website for information (optional) |
|---|--|--|
| Academic requirements | 2 nd year of studies minimum ISCED 5 or ISCED 6 EQF level 5 / 6 | www.ceps.edu.ba/ |
| CV | | www.ceps.edu.ba/ |
| Motivation letter | | www.ceps.edu.ba/ |
| For KA171: Inclusion measures ¹¹ | For KA171: Targeted categories of participants with fewer opportunities | www.ceps.edu.ba/ |
| Other | | www.ceps.edu.ba/ |

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](#)¹².
- 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:

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

- 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 | E LA-CORU06 | ivotero@edu.xunta.es +34881960820 | https://www.edu.xunta.gal/centros/iesuniversidadelaboralcoruna/ |
| Language Support | E LA-CORU06 | ivotero@edu.xunta.es +34881960820 | https://www.edu.xunta.gal/centros/iesuniversidadelaboralcoruna/ |

| | | | |
|--------------------|----------|-------------------------------------|------------------|
| Grant payments | KISELJAK | iro@ceps.edu.ba + 387 30 870-870 | www.ceps.edu.ba/ |
| Alumni information | KISELJAK | iro@ceps.edu.ba + 387 30 870-870 | www.ceps.edu.ba/ |

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' guide¹³. 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 |
|---------------------------------------|-----------------------------|-------------------------|
| | | |
| | | |

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

10. Termination of the agreement

The institutions must send a formal notification of termination to the parts involved in this agreement, stating:

- (a) the reasons for termination; and
- (b) the date on which the termination takes effect at the beginning of the next academic year. This date must be set after the formal notification. The termination takes effect on the day specified in the formal notification.

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

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