



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

1

The institutions agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the [Erasmus Charter for Higher Education](#) in all aspects related to the organisation and management of the mobility, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2025]	[2026]
End of validity	[2028]	[2029]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
The Cyprus Institute of Marketing	CY NICOSIA3 2	Erasmus+ Coordinator: Dr Katerina Pavlou Phone: +335725343556 E-mail: katerina@cima.ac.cy	https://cima.ac.cy/
University College "CEPS – Centre for Business Studies" Kiseljak	BA KISELJA0 1	Josipa bana Jelačića bb 71250 Kiseljak, Bosnia and Herzegovina Dr Nermin Palić, Head of the International Relations 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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional))* [total number of students]	Student Mobility for Traineeships (optional))* [total number of months]
CYNICO SIA32	BA KISELJ A01				1 st 2 nd	1 student	6 months		
BA KISELJ A01	CYNICO SIA32				1 st 2 nd	2 students	6 months		

☐ Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional))* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
CYNICO SIA32	BA KISELJ A01			1 staff member			

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

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

BA KISELJ A01	CYNICO SIA32			1 staff member			
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C. 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 study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CYNICOSIA32		English		English B1	English B2
BA KISELJA01		English		English B1	English B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CY NICOSIA32	April 30th	September 30th
BA KISELJA01	from October to February Registration of arrival: September 21 st	from October to February Registration of arrival: February 15 th

Applications from incoming students must reach the institution by:

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
CY NICOSIA32	15 th June	15 th November
BA KISELJA01	September 5 th	January 30 th

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
CY NICOSIA32	Dr. Katerina Pavlou Academic Director, Limassol Tel: +357 22 778475 (Nicosia) +357 25 343556 (Limassol) E-mail: katerina@cima.ac.cy	https://cima.ac.cy/
BA KISELJA01	Dr Nermin Palić, Head of the International Relations Office iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
CY NICOSIA32	Learning Agreement	- Number of ECTS credits	https://cima.ac.cy/erasmus/

	• Transcript of Records • A copy of your ID or passport • Two passport-size photos • A copy of your EU Health Card • Proof of English Proficiency	completed: at least 60 ECTS credits	
BA KISELJA01	• Learning Agreement • Transcript of Records • A copy of your ID or passport • A copy of your Health Insurance • Proof of English Proficiency	/	https://www.ceps.edu.ba/Medunarodna_suradnja

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

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and

assistance can be provided by the following contact points and information sources:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
CY NICOSIA32	- Reduced mobility - Hearing impairments - Visual impairments	Ramp / option to move class to accommodate a student's mobility needs No accommodation for hearing or visually impaired except individualised support if case arises	Dr. Katerina Pavlou Academic Director, Limassol Tel: +357 22 778475 (Nicosia) +357 25 343556 (Limassol) E-mail: katerina@cima.ac.cy	https://cima.ac.cy/
BA KISELJA01	- Reduced mobility	Parking space, Ramp, Elevator, Toilets	Dr Nermin Palić, Head of the International Relations Office iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
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CY NICOSIA 32	- Reduced mobility - Hearing impairments - Visual impairments - ...	As above	Dr. Katerina Pavlou Academic Director, Limassol Tel: +357 22 778475 (Nicosia) +357 25 343556 (Limassol) E-mail: katerina@cima.ac.cy	https://cima.ac.cy/
BA KISELJAO 1	- Reduced mobility	Parking space, Ramp, Elevator, Toilets	Dr Nermin Palić, Head of the International Relations Office iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

F. Information

1. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CY NICOSIA 32	Dr. Katerina Pavlou Academic Director, Limassol Tel: +357 22 778475 (Nicosia)	https://cima.ac.cy/erasmus/

	+357 25 343556 (Limassol) E-mail: katerina@cima. ac.cy	
BA KISELJA 01	Dr Nermin Palić, Head of the International Relations Office 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.

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CY NICOSIA 32	Dr. Katerina Pavlou Academic Director, Limassol Tel: +357 22 778475 (Nicosia) +357 25 343556 (Limassol) E-mail: katerina@cima. ac.cy	https://cima.ac.cy/erasmus/
BA KISELJA 01	Dr Nermin Palić, Head of the International Relations Office	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

	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf
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3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CY NICOSIA32	Dr. Katerina Pavlou Academic Director, Limassol Tel: +357 22 778475 (Nicosia) +357 25 343556 (Limassol) E-mail: katerina@cima.ac.cy	https://cima.ac.cy/erasmus/
BA KISELJA01	Dr Nermin Palić, Head of the International Relations Office iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
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CY NICOSIA 32			https://cima.ac.cy/
BA KISELJA 01	<i>Defined in the available legislation documents: Statute, Rules on student mobility, and Erasmus+ Charter</i>	Dr Nermin Palić, Head of the International Relations Office iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf https://www.ceps.edu.ba/Files/Akti/21112018/PRAVILA%20STUDIRANJA.pdf https://www.ceps.edu.ba/Akti https://www.ceps.edu.ba/Files/PDF/ceps_povelja_2023_en.pdf https://www.ceps.edu.ba/Files/PDF/ceps_povelja_2023.pdf?v=1

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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
CY NICOSIA32	Yangos Hadjiyannis, CEO	20.07.2026	
BA KISELJA01	Dr Mirzo Selimić, Director	17.07.2026	 

⁵ Scanned signatures are accepted