



**MEMORANDUM OF UNDERSTANDING
BETWEEN
ISLA SANTARÉM- INSTITUTO POLITÉCNICO
AND
UNIVERSITY COLLEGE “CEPS – CENTER FOR BUSINESS STUDIES” IN KISELJAK**

This Memorandum of Understanding (hereinafter the “Memorandum” or “MoU”) is entered into by and between:

ISLA Santarém – Instituto Politécnico, located at Rua Dr. Teixeira Guedes, 31, 2000-029 Santarém, Portugal, duly represented by its **President, Professor Doutor Domingos Martinho**, acting under its institutional authority, hereinafter referred to as “ISLA Santarém”.
and

University College “CEPS – Center for Business Studies” in Kiseljak, located at Josipa bana Jelačića bb, 71250 Kiseljak, Bosnia and Herzegovina duly represented by **Director, Doc. dr. Mirzo Selimić, Prof. VŠ** acting under its institutional authority, hereinafter referred to as the “Partner Institution”,

The Partner Institution and ISLA Santarém are hereinafter collectively referred to as the “Parties” and individually as a “Party.”Q

Article 1 – Purpose and Objectives

The purpose of this Memorandum is to establish a formal framework for cooperation and to strengthen academic, scientific, cultural, and administrative collaboration between the Parties. This MoU aims to promote mutual understanding, expand academic opportunities, and facilitate joint initiatives that contribute to the advancement of higher education and research in areas of shared interest.

Article 2 – Scope of Cooperation

Subject to mutual agreement and the availability of institutional resources, the Parties express their intention to cooperate in one or more of the following areas:

2.1 Academic and Scientific Exchange

- a. Exchange of faculty, researchers, administrative personnel, and specialists for teaching, training, research, and professional development.
- b. Exchange of short-cycle, bachelor's and master's students for academic study, practical training, short-and long-term mobility programs, internships, and research placements.
- c. Joint supervision and/or co-management of master's research projects.

2.2 Programmatic Development

- a. Collaboration on the development, enhancement, and evaluation of academic programs and curricula.
- b. Cooperation in the preparation, development, and training of qualified academic, scientific, and administrative staff.
- c. Exploration and potential establishment of joint or dual academic programs, including joint doctoral initiatives.

2.3 Teaching, Learning, and Pedagogical Activities

- a. Delivery of lectures, seminars, and workshops by representatives of the Parties, including through digital and distance-learning formats.
- b. Exchange of pedagogical, methodological, and administrative best practices and materials.

2.4 Joint Research and Scholarly Activities

- a. Development and implementation of joint scientific, technological, or interdisciplinary research projects.
- b. Organization of joint scientific events, including conferences, symposia, seminars, workshops, academic forums, and thematic days.
- c. Joint publication of research results, academic materials, conference proceedings, and other scholarly outputs.
- d. Exchange of academic publications, textbooks, research materials, and information relevant to ongoing projects.

2.5 Internationalization and Strategic Cooperation

- a. Joint preparation of grant applications and project proposals for national, European, or international funding schemes.
- b. Collaboration in the promotion of educational events, fairs, exhibitions, and international academic initiatives.
- c. Reciprocal placement of institutional website links for the purpose of enhancing visibility and cooperation.

2.6 Administrative and Mobility Support

- a. ISLA Santarém and University College “CEPS – Center for Business Studies” in Kiseljak, may, within reasonable capacities, provide incoming staff and students with assistance regarding orientation, visa processes, and general institutional integration.
- b. Cooperation aimed at strengthening administrative systems and governance through staff training and exchange of good practices.

Article 3 – Implementation

The activities described under Article 2 shall be implemented through specific agreements, annexes, or operational plans, as mutually determined by the Parties. Such documents shall detail the terms, responsibilities, operational procedures, and expected outcomes of each activity.

Article 4 – Financial Provisions

Unless otherwise expressly agreed in writing, each Party shall bear its own costs and expenses associated with the implementation of activities under this Memorandum.

Where appropriate, the Parties may jointly seek external funding or sponsorship for selected initiatives.



Article 5 – Student Mobility (If Applicable)

Should the Parties engage in student exchange or mobility programs:

Students shall remain enrolled at their Home Institution and shall not be regarded as candidates for a degree at the Host Institution.

Tuition and mandatory fees shall be paid at the Home Institution; the Host Institution shall waive tuition fees for exchange students unless otherwise specified.

Students shall be responsible for all personal expenses, including travel, accommodation, visa fees, insurance, and living costs.

The Host Institution shall provide transcripts or records of academic performance to the Home Institution upon completion of the mobility period.

Credit transfer and recognition shall be determined in accordance with the regulations and legislation applicable at the Home Institution.

A separate Student Exchange Agreement may be concluded to regulate all academic, administrative, and operational matters.

Article 6 – Legal Compliance and Resolution of Disputes

The Parties shall carry out the activities under this Memorandum in full compliance with the laws and regulations applicable in their respective countries.

Any dispute arising from the interpretation or implementation of this Memorandum shall be resolved amicably through consultation and negotiation between the Parties.

Article 7 – Amendments

This Memorandum may be amended or supplemented at any time by mutual written consent of the Parties. Any such amendment shall become an integral part of this Memorandum.

Article 8 – Duration and Termination

This Memorandum shall enter into force on the date of signature by both Parties and shall remain in effect for a period of five (5) years.

It shall be automatically renewed for successive periods of five (5) years unless either Party provides written notice of its intention to terminate at least six (6) months prior to the expiration of the current term.

Termination shall not affect obligations or activities already in progress or formally approved prior to the effective date of termination.

Article 9 – Language

This Memorandum is prepared in English in two equally authentic copies, one for each Party. The English version shall prevail for interpretation and for use in any subsequent translations.

Signatures

For ISLA Santarém – Instituto Politécnico

Professor Doutor Domingos Martinho

President

ISLA INSTITUTO
santarém POLITÉCNICO
Rua Dr. Teixeira Guedes, 31
2000-029 Santarém

Date: 05.02.2026

For University College “CEPS – Center for
Business Studies” in Kiseljak

Doc. dr. Prof. VŠ Mirzo Selimić

Director

Date: 04. 02. 2026.

