



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2021² between institutions from programme and partner countries

[Minimum requirements]³

The institutions named below 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

| Full name of the institution / country | Erasmus code or city ⁴ | Name of the contact person | Contact details (email, phone) | Website (eg. of the course catalogue) |
|---|-----------------------------------|---|---|---|
| Džemal Bijedić University of Mostar, Bosnia and Herzegovina | MOSTAR | Mirsada Behram, International Relations Officer | Sjeverni logor bb, 88 000 Mostar, Bosnia and Herzegovina Tel. +387 36 281 024 Fax: +387 36 570 790 Email: mirsada.behram@unmo.ba | http://www.unmo.ba/eng.aspx |
| Vilnius University / Lithuania | LT VILNIUS01 | Simona Vižinienė, Institutional | Email: simona.viziniene@cr.vu.lt | Course catalogue: |

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher education institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

| | | | | |
|--|--|---------------------|---------------------|---|
| | | Erasmus coordinator | Tel. +370 5 2687048 | http://www.vu.lt/en/studies/exchange-students/courses-taught-in-foreign-languages Information for incoming students: http://www.vu.lt/en/studies/exchange-students |
|--|--|---------------------|---------------------|---|

B. Mobility numbers⁵ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

| FROM [Erasmus code or city of the sending institution] | TO ⁷ [Erasmus code or city of the receiving institution] | Subject area code * [ISCED 2013] | 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*] |
| MOSTAR | LT VILNIUS01 | 061 | Information and Communication Technologies (ICTs) | 1 st , 2 nd , 3 rd | 2 students x 3-9 months |
| LT VILNIUS01 | MOSTAR | 061 | Information and Communication Technologies (ICTs) | 1 st , 2 nd , 3 rd | 2 students x 3-9 months |

*[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

| FROM ⁷ | TO ⁷ | Subject area | Subject area name | Number of staff mobility periods |
|-------------------|-----------------|--------------|-------------------|----------------------------------|
|-------------------|-----------------|--------------|-------------------|----------------------------------|

⁵ 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>)

| [Erasmus code or city of the sending institution] | [Erasmus code or city of the receiving institution] | code * [ISCED 2013] | * | Staff Mobility for Teaching [total number of days of the teaching periods or average duration*] | Staff Mobility for Training * |
|---|---|------------------------|---|--|-------------------------------|
| MOSTAR | LT VILNIUS01 | 061 | Information and Communication Technologies (ICTs) | 2 persons x 1 week x min. 8 teaching hours | Only by individual agreement |
| LT VILNIUS01 | MOSTAR | 061 | Information and Communication Technologies (ICTs) | 2 persons x 1 week x min. 8 teaching hours | Only by individual agreement |

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 or city] | Optional: Subject area | Main language of instruction | Additional language of instruction | Recommended language of instruction level ⁶ | |
|---|---------------------------|------------------------------|------------------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| MOSTAR | 061 | Bosnian, Serbian, Croatian | English | B1 | B2 |
| LT VILNIUS01 | 061 | English | | B1 | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁶ See Common European Framework of Reference for Languages

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- 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.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students 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 and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and 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.
- 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 students and their sending institutions with transcripts in English or in the language of the sending institution 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.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

Džemal Bijedić University of Mostar:

- *LA shall cover academic activities for min. 30 ECTS per semester*
 - *Students' transcript of records ending previous semester of study completed before the exchange, shall be submitted as obligatory form with regular application*
 - *Missing classes = no entry to exams session (unless a notice on serious reason of absence is sent to the academic coordinator at particular faculty and to International Relations Office)*
- Staff members should provide a Letter of motivation, stating their ability and motivation for staff exchange at the host institution.

Information for incoming students : <http://www.unmo.ba/eng.aspx>

Information for students with special needs: In terms of support to students considered as disadvantaged or students with special needs, UNMO offers the same kind assistance to all its students. All resources and facilities are on disposal to all students. UNMO implements the strict policy of no discrimination and all its offices and services as well as academic and administrative staff are obliged to assist all students.

Vilnius University:

Information for incoming students: <http://www.vu.lt/en/studies/exchange-students>

Information for students with special needs: <http://www.vu.lt/en/studies/practical-information/56-studies/studies/2506>

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

| Receiving institution [Erasmus code or city] | Autumn term* [month] | Spring term* [month] |
|---|-------------------------|-------------------------|
| MOSTAR | May 15 | October 15 |
| LT VILNIUS01 | June 1 | November 15 |

[* to be adapted in case of a trimester system or different seasons]

2. The receiving institution will send its decision within 2 weeks after the deadline.
3. 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.
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Džemal Bijedić University of Mostar: Academic year starts on October 1 and ends on September 30 of the following year. It is organized in two semesters. Winter semester starts in the first week of October and ends in the mid-January and summer semester starts in the last week of February and ends in the first week of June. One study semester equals 30 ECTS for each study cycle. Number of ECTS is determined based in the total time the student was engaged in a specific subject. The sum of 60 ECTS is equal to average total engagement of student during the 40 working week hours in one academic year. Details can be found: <http://www.unmo.ba/eng.aspx>

Vilnius University: <http://www.vu.lt/en/studies/academic-information>

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound 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 or city] | Contact details (e-mail, phone) | Website for information |
|---|---|---|
| MOSTAR | Mirsada Behram International Relations Officer E-mail: mirsada.behram@unmo.ba Tel. 387 36 281 024 | http://www.unmo.ba/en/administrative-formalities.aspx |
| LT VILNIUS01 | Office of International Programmes and Relations E-mail: trs@cr.vu.lt Tel. +370 5 2687150 | http://www.vu.lt/en/studies/practical-information/56-studies/studies/2503 |

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound 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 or city] | Contact details (e-mail, phone) | Website for information |
|---|--|---|
| MOSTAR | Mirsad Behram International Relations Officer mirsada.behram@unmo.ba Tel. 387 36 281 024 | All incoming students should bring the health insurance from their country of origin for their entire period of planned mobility. |
| LT VILNIUS01 | Office of International Programmes and Relations Email: trs@cr.vu.lt Phone: +370 5 2687150 | http://www.vu.lt/en/studies/practical-information/56-studies/studies/2505 |

4. 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 or city] | Contact details (e-mail, phone) | Website for information |
|--|---|---|
| MOSTAR | Mirsad Behram International Relations Officer E-mail: mirsada.behram@unmo.ba Tel. 387 36 281 024 | University does not have its own dormitory. We assist exchange students and staff (on their demand) with finding accommodation. |
| LT VILNIUS01 | Agata Cesnovic, Accommodation Officer E-mail: agata.cesnovic@cr.vu.lt Phone: +370 5 268 7168 | http://www.vu.lt/en/studies/practical-information/81-studies/studies/practical-information/389-accommodation |

SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature |
|---|--|---------------|--|
| MOSTAR | Prof. dr. Sead Pašić, Rector | 01.07.2018.g. |   |
| LT VILNIUS01 | Gintautas Dzemyda Director of the Institute of Mathematics and Informatics, Vilnius University | 12.07.2018 |   |