



EUROPEAN UNION

Erasmus+

Empowering lives, opening worlds

2021-2027

**Erasmus+ Programme  
Inter-institutional agreement  
Key Action 1**

**Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme  
and third countries not associated to the Programme**

The institutions<sup>1</sup> 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
- KA171

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 Education<sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>3</sup> and in line with the technical standards of the European Student Card Initiative<sup>4</sup>, 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.

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<sup>1</sup> 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.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
Kaunas University of Applied Sciences	LT KAUNAS08	Institutional ERASMUS+ coordinator Jolanta Valiaugiene; Phone: +370 37 751144 <a href="mailto:jolanta.valiaugiene@go.kauko.lt">jolanta.valiaugiene@go.kauko.lt</a>  Outgoing mobility coordinator Brigita Virnikaityte; <a href="mailto:erasmus@go.kauko.lt">erasmus@go.kauko.lt</a>  Incoming mobility coordinator Deimante Vaiciulyte <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a>	General : <a href="http://www.kaunokolegija.lt/en/">http://www.kaunokolegija.lt/en/</a> Faculty/faculties: Course catalogue: <a href="https://www.kaunokolegija.lt/en/study-programmes-types/">https://www.kaunokolegija.lt/en/study-programmes-types/</a>
<b>Sinergija University,</b> Bijeljina, BiH  PIC : 916194974	N/A	<b>Rector</b> Milovan Stanisic, PhD <a href="mailto:mstanisic@sinergija.edu.ba">mstanisic@sinergija.edu.ba</a>  <b>Faculty of Philology Dean</b> Marijana Prodanovic, PhD <a href="mailto:mprodanovic@sinergija.edu.ba">mprodanovic@sinergija.edu.ba</a>  <b>International Office</b>	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a>  <a href="https://upis.sinergija.edu.ba/en/">https://upis.sinergija.edu.ba/en/</a>

<sup>5</sup> 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.

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

		<b>Jelena Manojlovic, MSc</b> <a href="mailto:jmanojlovic@sinerqija.edu.ba">jmanojlovic@sinerqija.edu.ba</a> <b>Vedran Petricevic, MA</b> <a href="mailto:vpetricevic@sinerqija.edu.ba">vpetricevic@sinerqija.edu.ba</a>	
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## 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. In case of later updates in the mobility data, the partners agree to accept *informal communication* means (e.g. exchanges of emails as written proof).

### 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]	Subject area [ISCED CODE?] <i>(optional)</i>	Study cycle [short cycle, 1st, 2nd or 3rd] <i>(optional)</i>	Number of mobility periods				
				Student Mobility <i>[Specify here total number of students]</i>	Student Mobility <i>[Specify here total number of months]</i>	Staff Mobility <i>[Specify here total number of staff]</i>	Staff Mobility <i>[Specify here total number of days]</i>	
LT KAUNAS08	Sinergija University, N/A	023	Languages	1 <sup>st</sup>	4	20	2	14
		0410	Business administration	1 <sup>st</sup>	4	20	2	14
		1015	Travel, tourism and leisure	1 <sup>st</sup>	4	20	2	14
		0610	Information and communication technologies	1 <sup>st</sup>	4	20	2	14
		0421	Law	1 <sup>st</sup>	4	20	2	14
Sinergija University, N/A	LT KAUNAS08	023	Languages	1 <sup>st</sup>	4	20	2	14
		0410	Business administration	1 <sup>st</sup>	4	20	2	14
		1015	Travel, tourism and leisure	1 <sup>st</sup>	4	20	2	14

<sup>7</sup> <https://cirabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-f12cf3a442bf/SCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

	0610	Information and communication technologies	1 <sup>st</sup>	4	20	2	14
	0421	Law	1 <sup>st</sup>	4	20	2	14

#### Optional additional information

blended mobility, student mobility for traineeship (2x3 months), staff mobility for training (2x7 days).

### 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 skills<sup>8</sup> at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (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]
LT KAUNAS08	All	Lithuanian	English	B2 for EN	B2 for EN
Sinergija University, N/A	All	CBS (Croatian, Bosnian, Serbian)	English	B2 for EN	B2 for EN

<sup>8</sup> 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>



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+ mobility period. 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
<p>The KUAS and partner institutions from non-associated third countries may spend mobility organisation funds received under the Grant Agreement following the criteria set out in the Erasmus Program Guide, but giving priority to the following activities:</p>	<p>mobility grants for students and staff of the CC and the partner institution provided that the funds available for these activities are insufficient and compatible with the terms of the Grant Agreement;</p> <p>the preparation and dissemination of information material by the KUAS on the Erasmus+ program with the Partner Countries and the preparation and dissemination of information material by the Partner Institution on the opportunities of the Erasmus+ program in cooperation with the KUAS;</p> <p>the organisation of the reception of mobility participants, including the cultural agenda and the representation arrangements, and the organisation of the reception of mobility participants arriving from the OC by the partner institution;</p> <p>the promotion of lecturers working with Erasmus+ visiting students and the preparation of methodological material;</p>

	organising Lithuanian language and culture courses for incoming KUAS students, if needed;
	EC mobility organisation funds are only allocated to a partner institution to meet a justified and pre-submitted need. They will be paid out on a reimbursement basis, subject to the partner institution submitting supporting documents (invoices).

**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 <sup>9</sup>
LT KAUNAS08	Winter Term: from 1 <sup>st</sup> of September to 31 <sup>st</sup> of January Spring Term: from 1 <sup>st</sup> of February to 30 <sup>th</sup> of June Winter Term: from beginning of October to end of December	Nomination deadline: 15 <sup>th</sup> of May Application deadline: 1 <sup>st</sup> of June Nomination deadline: 15 <sup>th</sup> of November Application deadline: 1 <sup>st</sup> of December Nomination deadline: 1 <sup>st</sup> of June

<sup>9</sup> Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



Sinergija University, N/A	Spring Term: from beginning of March to mid-June	Application deadline: 15th of June Nomination deadline: 15th of December Application deadline: 1st of January
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The receiving institution will send its decision within 4 weeks and no later than 5 weeks.

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:

<b>Application procedure</b>		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +37037751144	<a href="https://www.kaunokolegija.lt/en/application/">https://www.kaunokolegija.lt/en/application/</a>
Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a> <a href="https://sinergija.edu.ba/osnovna/o-univerzitetu/sinergija-university-international-office/">https://sinergija.edu.ba/osnovna/o-univerzitetu/sinergija-university-international-office/</a>

<b>Selection criteria</b>		
Requirement	Details	Website for information (optional)
Academic requirements	Completed 1 <sup>st</sup> year of study (EQF level 6) and compliance of the study plan abroad with the study programme at home institution	
Transcript of Records	Students' academic achievement	
Proof of English language proficiency	Sufficient knowledge to study successfully	

CV	Competences acquired in other institutions, social and voluntary activities	
Motivation letter	Communication skills and readiness for intercultural experience	
Inclusion measures <sup>10</sup>	Targeted categories of participants with fewer opportunities: - low income person; - students with children (up to 12 years); - students with disabilities; - students with refugee status (documents proving the possibility of getting a top-up are mandatory)	
Portfolio	Demonstrate the skills achieved (applicable only for study programs of Arts)	

## 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<sup>11</sup>.
- 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:

<sup>10</sup> 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](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

<sup>11</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- 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	LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +370 37 751144	<a href="https://www.kaunokolegija.lt/en/dormitories-2/">https://www.kaunokolegija.lt/en/dormitories-2/</a>
	Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a>
Language Support	LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +370 37 751144	<a href="https://www.kaunokolegija.lt/en/application/">https://www.kaunokolegija.lt/en/application/</a>
	Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a>
Visa	LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +37037751144	<a href="https://www.kaunokolegija.lt/en/student-visa/">https://www.kaunokolegija.lt/en/student-visa/</a>
	Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a>
Insurance	LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +370 37 751144	<a href="https://www.kaunokolegija.lt/en/health-care/">https://www.kaunokolegija.lt/en/health-care/</a>
	Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a>
Inclusion of participants with fewer opportunities	LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +370 37 751144	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
	Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	e.g., available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring		Email: <a href="mailto:kk@esnlihuania.org">kk@esnlihuania.org</a>	<a href="https://www.kaunokolegija.lt/en/student-life/">https://www.kaunokolegija.lt/en/student-life/</a>
	Sinergija University, N/A	<a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> 0038755217100	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a>
Grant payments	LT KAUNAS08	E-mail: <a href="mailto:incoming@go.kauko.lt">incoming@go.kauko.lt</a> Phone: +370 37 751144	

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

*For the recognition European Credit Transfer and Accumulation System is used: European Credit Transfer and Accumulation System (ECTS) | European Education Area (europa.eu)*

LT KAUNAS08	<a href="https://www.kaunokolegija.lt/en/credit-system/">https://www.kaunokolegija.lt/en/credit-system/</a>
Sinergija University, N/A	<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a> , <a href="https://sinergija.edu.ba/osnovna/o-univerzitetu/sinergija-university-international-office/">https://sinergija.edu.ba/osnovna/o-univerzitetu/sinergija-university-international-office/</a>

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
  - 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.
  - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.



## 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' guide](#)<sup>12</sup>. 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
LT KAUNAS08		<a href="http://www.kaunokolegija.lt/en/current-students/credit-system/">http://www.kaunokolegija.lt/en/current-students/credit-system/</a>
Sinergija University, N/A		<a href="http://www.sinergija.edu.ba">www.sinergija.edu.ba</a> , <a href="https://sinergija.edu.ba/osnovna/o-univerzitetu/sinergija-university-international-office/">https://sinergija.edu.ba/osnovna/o-univerzitetu/sinergija-university-international-office/</a>

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

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## 10. Termination of the agreement

The agreement might be terminated on the initiative of each partner by informing another partner by email. 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."*

<sup>12</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)



**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>13</sup>	
LT KAUNAS08	Director Paulius Baltrušaitis	16/03/2012		
Sinergija University, N/A	Prof. dr Milovan Stanišić, Rector			

<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation