

## Erasmus+ Programme

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

### Inter-institutional agreement 2017/2018-2020/2021 between programme and partner countries

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
<b>University College of Enterprise and Administration in Lublin (WSPA)</b> PIC: 946256923	PL LUBLIN06	<i>Head of International Office</i> Paulina Obszańska <a href="mailto:p.obszanska@wspa.pl">p.obszanska@wspa.pl</a> Tel. +48 81 45 29 468 Fax. +48 81 45 29 413  <i>Erasmus+ Departmental Coordinator</i> Małgorzata Baranowska <a href="mailto:m.baranowska@wspa.pl">m.baranowska@wspa.pl</a> Tel. +48 81 45 29 468	<a href="http://www.en.wspa.pl">http://www.en.wspa.pl</a>
<b>Sinergija University Bijeljina</b> PIC: 916194974	N/A	<i>International Office Coordinator</i> Nataša Simeunović Tel. +387 55 21 71 01 Fax. +387 55 21 90 71	<a href="http://www.eng.sinergija.edu.ba/">http://www.eng.sinergija.edu.ba/</a>

		<a href="mailto:nsimeunovic@sinergija.edu.ba">nsimeunovic@sinergija.edu.ba</a>	
[...]			

## B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
PL LUBLIN06	Sinergija University Bijeljina	0410	Business and Administration	1 <sup>st</sup>	2 X 6 months	-
		0610	Information and Communication Technologies	1 <sup>st</sup>	2 x 6 months	-
Sinergija University Bijeljina	PL LUBLIN06	0410	Business and Administration	1 <sup>st</sup>	2 X 6 months	-
		0610	Information and Communication Technologies	1 <sup>st</sup>	2 x 6 months	-

FROM [Erasmus	TO [Erasmus	Subject	Subject area name	Number of staff mobility periods
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code of the sending institution]	code of the receiving institution]	area code [ISCED]		Staff Mobility for Teaching	Staff Mobility for Training
PL LUBLIN06	Sinergija University Bijeljina	0410, 0610	Business and Administration, ICTs, other – non yet specified	2 X 5 days	2 X 5 days
Sinergija University Bijeljina	PL LUBLIN06	0410, 0610	Business and Administration, ICTs, other – non yet specified	2 X 5 days	2 X 5 days

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN06	Polish	English	B1	B2
N/A	Serbo-Croatian/Bosnian	English	B1	B2

No certification is requested.

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>1</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

<sup>1</sup>Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

[http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](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 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

The WSPA has the infrastructure to welcome students and staff with disabilities. Acceptance and further arrangements need to be agreed in advance.

Sinergija University has the infrastructure to welcome students and staff with disabilities. Acceptance and further arrangements need to be agreed in advance.

## F. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
PL LUBLIN06	15 <sup>th</sup> June	15 <sup>th</sup> November
Sinergija University Bijeljina	15 <sup>th</sup> June	15 <sup>th</sup> November

2. The receiving institution will send its decision within 4 weeks from nomination 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

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. 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

**PL LUBLIN06:** In Poland students are normally graded on scale ranging from 2 to 5.

Polish grading scale	ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)

<b>5</b>	<b>A</b>	10	EXCELLENT - outstanding performance with only minor errors
<b>4,5</b>	<b>B</b>	25	VERY GOOD - above the average standard but with some errors
<b>4</b>	<b>C</b>	30	GOOD - generally sound work with a number of notable errors
<b>3,5</b>	<b>D</b>	25	SATISFACTORY - fair but with significant shortcomings
<b>3</b>	<b>E</b>	10	SUFFICIENT - performance meets the minimum criteria
<b>2</b>	<b>FX</b>	-	FAIL - some more work required before the credit can be awarded
<b>2</b>	<b>F</b>	-	FAIL - considerable further work is required

Sinergija University Bijeljina : In Bosnia and Herzegovina students are normally graded on scale ranging from 5 to 10.

B&H grading scale	ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)
<b>10</b>	<b>A</b>	10	EXCELLENT - outstanding performance with only minor errors
<b>9</b>	<b>B</b>	25	VERY GOOD - above the average standard but with some errors
<b>8</b>	<b>C</b>	30	GOOD - generally sound work with a number of notable errors
<b>7</b>	<b>D</b>	25	SATISFACTORY - fair but with significant shortcomings
<b>6</b>	<b>E</b>	10	SUFFICIENT - performance meets the minimum criteria
<b>5</b>	<b>F</b>	-	FAIL - considerable further work is required

## 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]	Contact details (email, phone)	Website for information
PL LUBLIN06	International Office, <a href="mailto:internationaloffice@wspa.pl">internationaloffice@wspa.pl</a> +48 81 45 29 468	<a href="http://www.en.wspa.pl/meet_poland_and_lublin/stay_in_poland_visa">http://www.en.wspa.pl/meet_poland_and_lublin/stay_in_poland_visa</a>
Sinergija University Bijeljina	International Relations Office <a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> +387 55 21 71 01	<a href="#">Visa requirements</a>

### 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]	Contact details (email, phone)	Website for information
PL LUBLIN06	International Office, <a href="mailto:internationaloffice@wspa.pl">internationaloffice@wspa.pl</a> +48 81 45 29 468	<a href="http://www.en.wspa.pl/meet_poland_and_lublin/stay_in_poland_health_insurance">http://www.en.wspa.pl/meet_poland_and_lublin/stay_in_poland_health_insurance</a>
Sinergija University Bijeljina	International Relations Office <a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> +387 55 21 71 01	<a href="#">Health care and insurance</a>

### 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]	Contact details (email, phone)	Website for information
PL LUBLIN06	International Office, <a href="mailto:internationaloffice@wspa.pl">internationaloffice@wspa.pl</a> +48 81 45 29 468	<a href="https://wspa.pl/en/node/71">https://wspa.pl/en/node/71</a>
N/A	International Relations Office <a href="mailto:internationaloffice@sinergija.edu.ba">internationaloffice@sinergija.edu.ba</a> +387 55 21 71 01	<a href="#">Accommodation</a>

## H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
PL LUBLIN06	Mgr Elwira Przybylska, Chancellor		
Sinergija University Bijeljina	Milovan Stanišić, PhD Rector	15.01.2018.	



<sup>2</sup>Scanned signatures are accepted