



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement 2019-21 between programme 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)
NOVI SAD SCHOOL OF BUSINESS	RS NOVISAD 01	Institutional Erasmus Coordinator: Prof. Željko Račić, Erasmus coordinator raciczeljko@gmail.com Vladimira Perića- Valtera 4, 21000 Novi Sad +381 21 4854013	https://www.vps.ns.ac.rs/ en/international- affairs/mobility/incoming- mobility/ https://www.vps.ns.ac.rs/ en/studies/undergraduate -applied-studies/ https://www.vps.ns.ac.rs/ en/studies/master- applied-studies/
Business School PAR (Visoka poslovna škola PAR)	HR RIJEKA03	International Office Trg Rijecke rezolucije 4, 51 000 Rijeka, Croatia Bisera Karanović, PhD Vice Dean, Science & International Relations Tel. +385 51 327 322 e-mail: international@par.hr	www.par.hr

B. Mobility numbers 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 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 2013]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
[total number of months of the study periods or average duration]						
RS NOVISADO 1	HR RIJEKA03	041	Business Management	1 st	2 students x 5months	
RS NOVISADO 1	HR RIJEKA03	041	Business Management	1 st	2 students x 5months	
HR RIJEKA03	RS NOVISADO 1	041 061	Finance and banking, Tourism and hospitality, Trade and international business, Applied informatics, International business and finance	1 st	2 students x5 months	
HR RIJEKA03	RS NOVISADO 1	041 061	Finance and banking, Tourism and hospitality, Trade and international business, Applied informatics, International business	1 st	2 students x 5months	

			and finance			
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FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED 2013]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training
RS NOVISADO 1	HR RIJEKA03	041 061	Finance and banking, Tourism and hospitality, Trade and international business, Applied informatics, International business and finance	2 x 5 days	2 x 5 days
HR RIJEKA03	RS NOVISADO 1	041 061	Finance and banking, Tourism and hospitality, Trade and international business, Applied informatics, International business and finance	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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RS NOVISAD01	All	SERBIAN	English	B1	B2
HR RIJEKA03	All	Croatian	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

NOVI SAD SCHOOL OF BUSINESS

- In case, if the application documents aren't in Serbian or English, the applicants have to add the authorized translation of these documents.
- It is not possible for exchange students to defend their BA/MA thesis at the host university.
- Incoming international staff members should apply for visits at the Novi Sad school of business Office for International Cooperation and Projects (international.office@vps.ns.ac.rs)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Applicants have to take care of sufficient health insurance.
- Novi Sad School of Business welcomes students and staff with disabilities. For further details regarding this matter please check with relevant contact person.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
RS NOVISAD01	June 15th (Semester 1/winter semester)	November 15th (Semester 2/Spring semester)
HR RIJEKA03	Apply by August 31st	Apply by December 31st

¹For 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>

RS NOVISAD01

1. The receiving institution will send its decision within 4 weeks from the application deadline.
2. A Transcript of Records with attendance dates will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.
3. 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.

HR RIJEKA 03

The receiving institution will send its decision within 5 weeks.

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.

Termination of the agreement

In case of earlier 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 of year N will only take effect as of 1 September of year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

RS NOVISAD01

All study programmes at Novi Sad School of Business are conducted in accordance with Bologna principles. European Credit Transfer System (ECTS) stands for an evaluation of student's work in acquiring knowledge, abilities and skills and is fully applied to all study programmes and subjects. The allocation of ECTS points by subjects is based on students' burdens necessary to achieve learning outcomes. One ECTS point corresponds to 25-30 hours of student's work. Points are awarded only when all the necessary activities within a subject are successfully mastered. One academic year equals 60 ECTS points and 30 ECTS points equal one semester. Learning Agreements include ECTS points and must be signed before the exchange. In addition to ECTS points, all the subjects also contain a clear overview of learning outcomes. ECTS

Grading Table will be used for interpretation and conversion of grades between different countries and institutions for foreign students (for this section, see ECTS Users' Guide, Annex 2) Statistical data on student's success are used in the decision-making process on "compliance of grades". The grading table provides a statistical allocation of grades for a particular subject, and is calculated on the basis of the last three years. When compiling the statistical allocation of grades, only the grades of the students who passed the exam successfully are taken into consideration. The grading table indicates the percentage of students who achieved the grades listed in the transcript of grades. By showing the allocation of the transition grades and using the grading table, a grade is obtained at the parent institution that is equivalent to the student's grade at the exchange. As the main criterion for the equivalence of the grades, the percentage share in the grading scales is used. If there is an overlap while converting the grades, Novi Sad School of Business will recognize the maximum grade (ECTS Users' Guide, Annex 2).

Local grades at NSSB	Local grades at NSSB (descriptively)	Percent of required knowledge for this grade	Percentage of successful normally achieving the grade	Converted to ECTS grades
10	excellent with distinction	91 – 100%	10%	A
9	excellent	81 – 90%	25%	B
8	very good	71 – 80%	35%	C
7	good	61 – 70%	25%	D
6	sufficient	51 – 60%	10%	E
5	insufficient	Less than 51%		F

HR RIJEKA03: A 5-point system is used in higher education. The European Credit Transfer System (ECTS) is fully applied at Business School PAR. In this system, 60 credit hours represent 1 academic year of study (30 credit hours per semester). One credit hour represents 25 hours of study. One semester takes approximately 15 weeks. Some courses may be offered on a turnus-based system (1 semester = 2 turnusses)

HR RIJEKA03

Croatian grading scale – 1 to 5, ECTS is awarded if at least a grade 2 is obtained

5 - EXCELLENT - outstanding performance with only minor errors

4 - VERY GOOD - above the average standard but with some errors

3 - GOOD - generally sound work with a number of notable errors

2 - SUFFICIENT - performance meets the minimum criteria

1 - FAIL - some more work required before the credit can be awarded

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
RS NOVISAD01	international.office@vps.ns.ac.rs +381 21 4854013	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
HR RIJEKA03	International Office Erasmus Coordinator Tel. +385 51 327 322 e-mail: international@par.hr	http://www.par.hr/hr/msu

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
RS NOVISAD01	international.office@vps.ns.ac.rs +381 21 4854013	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
HR RIJEKA03	International Office Erasmus Coordinator Tel. +385 51 327 322 e-mail: international@par.hr	http://www.par.hr/hr/msu


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
RS NOVISAD01	international.office@vps.ns.ac.rs +381 21 4854013	https://www.vps.ns.ac.rs/en/international-affairs/mobility/incoming-mobility/
HR RIJEKA03	International Office Erasmus Coordinator Tel. +385 51 327 322 e-mail: international@par.hr	http://www.par.hr/hr/msu

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
RS NOVISAD01	Deputy director for development and international cooperation PROF: BISERKA KOMNENIĆ	13.01.2019.	
HR RIJEKA03	DEAN Gordana Nikolić, PhD	7.2.2019.	