



Erasmus+

ВИСОКА ПОСЛОВНА ШКОЛА

СТРУКОВНИХ СТУДИЈА

Број 1-840
Датум 06.11.2018.
НОВИ САД

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

Inter-institutional¹ agreement 2018-2020²
between institutions from
Programme and Partner Countries³

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 higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
Visoka škola za menadžment u turizmu i informatici u Virovitici (Virovitica College)	HR VIROVIT01	<i>Official representative:</i> Oliver Jukić, Ph.D., Dean Matije Gupca 78, 33000 Virovitica, Croatia Phone: +385 33 492252 <i>Institution Erasmus Coordinator:</i> Marija Klipa	http://www.vsmi.hr/en.html

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 Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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

⁵ Contact details to reach the senior officer in charge of this agreement.

		Phone: +385 33 492254 Fax: +385 33 721037 E-mail: erasmus@vsmti.hr	
Visoka poslovna škola strukovnih studija Novi Sad (Novi Sad School of Business)	RS NOVISAD01	<i>Official representative:</i> Jelena Damnjanović, Ph.D., Director Vladimira Perića-Valtera 4, 21000 Novi Sad, Serbia Phone: +381 21 4854000 E-mail: skola@vps.ns.ac.rs <i>Head of the International Office:</i> Jovan Njegić, Ph.D. Viber, Phone: +381 21 485 4053 (+381 62 50 2345) E-mail: international.office@vps.ns.ac.rs <i>Mobility Coordinator:</i> Željko Račić, Ph.D. Viber, Phone: +381 69 263 27 11	http://www.vps.ns.ac.rs

B. Mobility numbers⁶ 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	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*]	Student Mobility for Traineeships *
HR	RS				-	-

⁶ 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>)

VIROVIT01	NOVISAD01					
RS NOVISAD01	HR VIROVIT01				1 student x 5 months each (average)	-

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	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 *
HR VIROVIT01	RS NOVISAD01			-	-
RS NOVISAD01	HR VIROVIT01			1 teacher x 5 days each	-

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	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HR VIROVIT01		Croatian	Serbian	B1	B2
-		-	-	-	-

⁷ For 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>

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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

Students and/or staff can undertake mobility activities under the Erasmus+ Programme during June 1st 2018 - July 31st 2020 period.

This agreement is valid from the date of signing of both parties and shall be in effect until July 31st 2020.

The institutions shall jointly resolve any disputes arising from the interpretation of this agreement.

ORGANISATIONAL ASPECTS

The sending institution is responsible for selecting participants and providing them with all necessary support including pre-departure preparation, monitoring during mobility, and formally recognising the mobility period. The receiving institution offers participants a study programme, or a programme of staff training or teaching activities at their institution.

Participants will be selected by their home institution and their applications will be completed and sent to the receiving institution for official acceptance. Virovitica College will provide all necessary assistance with the selection of participants. The first criterion in the selection of student participants will be academic merit, but with equivalent academic level, preference is going to be assigned to students from less advantaged socio-economic backgrounds.

The receiving institution must provide a Transcript of Records to the student and sending institution. The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.

The receiving institution shall have the right to immediately terminate the exchange program of any student or staff who violates the receiving institution's policies or code of conduct.

Virovitica College has the appropriate infrastructure to accept students and staff with special needs.

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]
HR VIROVIT01	15 th August	15 th January
-		

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement is valid from the date of signing of both parties and shall be in effect until July 31st 2020. 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.]

HR VIROVIT01

VŠMTI Virovitica grade	Grade according to ECTS	Criteria in %	Description of knowledge
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⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

5	izvrstan	A	excellent	90 – 100%	Outstanding performance with only minor mistakes
4	vrlo dobar	B	very good	78 – 89%	Above-average standard but with some mistakes
3	dobar	C	good	66 – 77%	Generally sound work with a number of notable errors
2	dovoljan	D, E	satisfactory	51 – 65%	Fair but with significant shortcomings, meets the minimum criteria
1	nedovoljan	F, FX	fail	0 – 50%	Performance does not meet the minimum criteria

RS NOVISAD01

<http://www.vps.ns.ac.rs/saradnja/mobilnost/vazne-informacije/>

2. Visa / Residence permits

The sending and receiving institutions will provide assistance, when required, in securing visas / residence permits 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 (email, phone)	Website for information
HR VIROVIT01	Marija Klipa erasmus@vsmti.hr Phone: +385 33 492254	http://www.vsmti.hr/erasmus
RS NOVISAD01	Željko Račić, Ph.D. international.office@vps.ns.ac.rs Viber, Phone: +381 69 263 27 11	http://www.vps.ns.ac.rs/saradnja/medjunarodna-saradnja/

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 (email, phone)	Website for information
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code or city]		
HR VIROVIT01	Marija Klipa erasmus@vsmti.hr Phone: +385 33 492254	http://www.vsmi.hr/erasmus
RS NOVISAD01	Željko Račić, Ph.D. international.office@vps.ns.ac.rs Viber, Phone: +381 69 263 27 11	http://www.vps.ns.ac.rs/saradnja/medjunardna-saradnja/



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 (email, phone)	Website for information
HR VIROVIT01	Marija Klipa erasmus@vsmti.hr Phone: +385 33 492254	http://www.vsmi.hr/erasmus
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H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
HR VIROVIT01	Oliver Jukić, Ph.D., Dean	November 5, 2018	
RS NOVISAD01	Jelena Damjanović, Ph.D., Director	November 5, 2018	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation