

## Erasmus+ Programme

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

### Inter-institutional agreement 2016-2018 between Masarykova univerzita and University of Mostar

Masarykova univerzita (hereinafter referred to as Masaryk University or CZ BRNO 05) and University of Mostar (hereinafter referred to as svemo) 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	Name of the contact person	Contact details (email, phone)	Website
Masarykova univerzita / Czech Republic	CZ BRNO 05			<a href="https://www.muni.cz">https://www.muni.cz</a> ; <a href="https://czs.muni.cz">https://czs.muni.cz</a>
University of Mostar / Bosnia and Herzegovina	Mostar			<a href="http://www.sve-mo.ba">www.sve-mo.ba</a> <a href="http://www.sve-mo.ba">www.sve-mo.ba</a>

#### B. Mobility numbers per academic year

FROM	TO	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of student mobility periods for studies	Number of staff mobility for teaching	Number of staff mobility for training
CZ BRNO 05	Mostar	1,2,3	1	1	0
Mostar	CZ BRNO 05	1,2,3	6	1	1

#### 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	Main language of instruction	Additional language of instruction	Recommended language of instruction level
CZ BRNO 05	Czech	English	B2 both for incoming students and staff
svemo	English		Upper Intermediate (B2) for English for students Upper Intermediate (B2) for English for staff

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

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

CZ BRNO 05 must respect the Erasmus Charter for Higher Education of which it is a holder. The charter can be found here: [http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

svemo must respect the following set of principles and requirements:

svemo 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
- 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.

svemo 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. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term</b>	<b>Spring term</b>
CZ BRNO 05	15 May	15 October
svemo	10 April	1 October

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

Any party may terminate this agreement, giving at least twelve months written notice to the other party. Following delivery of the notice of termination, no new intake of students shall be made, and the parties shall take reasonable steps to correct imbalances in the numbers of exchange students between the parties. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## **F. Information**

1. Credit and Grading System

A normal course load at CZ BRNO 05 consists of 30 ECTS per semester; one ECTS is the equivalent of 25 hours of work. Each local credit at svemo is equivalent of 30 hours of work, or 1 ECTS credits.

CZ BRNO 05 uses the ECTS grading system and further information is available here:  
[http://cic.muni.cz/images/files/Incoming/Student/practicalities/\\_Grading\\_system\\_at\\_MU-new.pdf](http://cic.muni.cz/images/files/Incoming/Student/practicalities/_Grading_system_at_MU-new.pdf).

svemo uses the following grading system:

## 2. Visa

Both 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:

CZ BRNO 05:

<http://cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-practicalities/85-incoming-mobility/student/393-incoming-student-practicalities-visa>

svemo:

<http://sve-mo.ba/ured-za-medjunarodnu-suradnju/>

## 3. Insurance

Both 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:

CZ BRNO 05:

<http://cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-preparatorycourses/85-incoming-mobility/student/394-incoming-student-practicalities-insurance>

svemo:

<http://sve-mo.ba/ured-za-medjunarodnu-suradnju/>

## 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:

CZ BRNO 05:

<http://cic.muni.cz/en/left-incoming-mobility/incoming-student/incoming-student-preparatorycourses/85-incoming-mobility/student/395-incoming-student-practicalities-accommodation>

svemo:

<http://sve-mo.ba/ured-za-medjunarodnu-suradnju/>

**SIGNATURES OF THE INSTITUTIONS**

For Masaryk University  
Brno, Czech Republic

\_\_\_\_\_

Date \_\_\_\_\_

For University of Mostar  
Mostar, Bosnia and Herzegovina

\_\_\_\_\_

Date \_\_\_\_\_