



Erasmus+



University of Life Sciences

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

Inter-institutional¹ agreement 2020-2023²
between institutions from
Programme and Partner Countries³
[Minimum requirements]⁴

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+.

The Partner Institution (the Institution from the Partner country) will do everything in its power to help the Project Coordinating Institution fulfil its obligations under the grant agreement, and in particular, to provide to the Project Coordinating Institution, on its request, documents or information which may be required in relation to the grant agreement. In case of any non-compliance with the grant agreement, this Inter-institutional agreement or the Erasmus+ programme regulations, the institutions will be obliged to take immediate corrective actions.

The receiving institution, for each mobility accepted shall receive the equivalent of 200 EUR per person constituting a lump sum for the organizational support (OS). This sum shall be used for the organization of mobility of a given person in the host institution.

Lump sum amount due for the organizational support will be transferred to the Partner Institution before the end of the project to the account number given below.

Number of the bank account of the Partner Institution, to which the amount due for the the organizational support, shall be transferred by the Project Coordinating Institution:

Account owner/ Beneficiary name: **UNSA - DEPOZITNI RAČUN ZA PRIKUPLJANJE JAVNIH PRIHODA KANTONA SARAJEVO**

Account owner's address: Account currency: **EUR - MINISTARSTVO FINANSIJA KANTONA SARAJEVO - UNSA**

Account number (IBAN): **BA391411965320008475**

SWIFT (BIC) code: **BKAUATWW** - Acc no **10020203955**

Bank name: **UNICREDIT BANK AUSTRIA**

Bank address: **AUSTRIA**

Transfer reference: **2020-1-PL01-KA107-081161 OS amount**

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. The Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Poznan University of Life Sciences (PULS) Address: ul. Wojska Polskiego 28 60-637 Poznań Poland	PL POZNAN04 OID: E10208976	Institutional Coordinator prof. dr hab. Włodzimierz Nowak wlodzimierz.nowak@up.poznan.pl PROJECT DEPARTMENT contact person Joanna Pietrzak joanna.pietrzak@up.poznan.pl phone: +48 61 848 7012 Faculty of Forestry and Wood Technology Coordinator dr inż. Tomasz Najgrakowski tomasz.najgrakowski@up.poznan.pl	www.puls.edu.pl http://erasmus.puls.edu.pl/en
Šumarski fakultet Univerzitet u Sarajevu Address: Zagrebačka 20 71000 Sarajevo Bosnia and Herzegovina	Sarajevo OID: E10186799	Institutional Coordinator prof. dr Dalibor Ballian Zagrebačka 20 71000 Sarajevo Bosnia i Hercegovina Telefon: +387 33 812 480/491 Fax: +387 33 812 488 E-mail: info@sfsa.unsa.ba	https://www.sfsa.unsa.ba/web/

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

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 Instruction 1	Language of Instruction 2	Recommended language of Instruction level ^a	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL POZNAN04		English		English B1	English B2
Sarajevo		English		English B1	English B2

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://eacep.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.

^aFor 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>

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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PL POZNAN04 In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Project Department: joanna.pietrzak@up.poznan.pl

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]
PL POZNAN04	May 31	November 30
Sarajevo	May 31	November 30

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

2. The receiving institution will send its decision within 5 weeks.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

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' guide⁹. 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.]

PL POZNAN04: <http://erasmusplus.up.poznan.pl/en/ects>

PULS grade	ECTS grade
5.0 (bdb) - Very good	A
4.5 (db +) - Good plus	B
4.0 (db) - Good	C
3.5 (dst +) - Satisfactory plus	D
3.0 (dst) - Satisfactory	E
2.0 (nd) - Fail	F

⁹http://ec.europa.eu/education/tools/docs/ects_guide_en.pdf

University of Sarajevo

Grade at University of Sarajevo	Meaning	ECTS Grade	Received points	Additional information
10	Excellent	A	95-100	Exceptional success without mistakes or very small mistakes
9	Very good	B	85-94	Above average, with some mistakes
8	Good	C	75-84	Average, with noticeable mistakes
7	Satisfactory	D	65-74	Generally good, but with significant missing
6	Sufficient	E	55-64	Meets the minimum requirements
5	Fail	F	<55	Does not meet the minimum requirements

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 or city]	Contact details (email, phone)	Website for information
PL POZNAN04	Project Department: aneta.dach@up.poznan.pl phone: +48616456194	http://erasmusplus.up.poznan.pl/en/residence-visa
Sarajevo	Service for Foreigner's Affairs Address: Braće Milića 38, 71000 Sarajevo	Service for Foreigners affairs: http://eps.gov.ba/?lang=en https://internacionalna.ba/visa-residence-permit/

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
PL POZNAN04	Project Department: aneta.dach@up.poznan.pl phone: +48618466194	http://erasmusplus.up.poznan.pl/en/health-and-insurance
Sarajevo	Each student/staff member is obliged to get the insurance in the home country prior to arrival to the University of Sarajevo	https://international.unsa.ba/insurance/

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
PL POZNAN04	Project Department: aneta.dach@up.poznan.pl phone: +48618466194	http://erasmusplus.up.poznan.pl/en/accommodation
Sarajevo	n/a	UNSA doesn't have its own dorms for students and staff, however in collaboration with Student Service, students can check and apply for the rooms provided on the link, while staff can check private options https://international.unsa.ba/accommodation/

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
PL POZNAN04	Prof.dr hab. Piotr Goliński Vice Rector for Science and International Relations	1.07 2024	
Partner University of Sarajevo, Faculty of Forestry	Prof. dr. Ahmed Lojo Dean of faculty	30.06. 2024	

¹⁰Scanned copies of signatures or digital signatures may be accepted depending on the national legislation