



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

Inter-institutional¹ agreement 2019-20[22]²
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+.

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)
EDUCONS UNIVERSITY International Relation Office, Vojvode Putnika 85-87, 21208 Sremska Kamenica, Serbia	RS NOVISAD04	Institutional Coordinator Prof. dr Dejana Pankovic Tel:381214693657 Fax:381214893618 E-mail: dejana.pankovic@educons.edu.rs	Course in English language: https://educons.edu.rs/international-cooperation/activities/erasmus-mobility-programs/coursesinenglishlanguage/

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

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.

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
RS NOVISAD04	P LISBOA03	0512	Biochemistry	1 (14) * 8h	1 (14) * 8h
P LISBOA03	RS NOVISAD04	0512	Biochemistry	1 (14) * 8h	1 (14) * 8h

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 ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RS NOVISAD04		ENGLISH	SERBIAN	B1	B2
P LISBOA03		Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	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://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

⁸ 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>

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

RS NOVISAD04: Educons University have the infrastructure to welcome students and staff with disabilities. In case of additional requirements in regard of academic, organizational or other aspects (e.g. Student with special needs) please contact the International Relations Office via e-mail: erasmus@educons.edu.rs

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
RS NOVISAD04	Nomination- June	Nomination- December
P LISBOA03	May 31 st	October 31 st

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

2. The receiving institution will send its decision within 2 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.
4. Termination of the agreement

This agreement has a term of 3 years (2019- 2022).

In the event of unilateral termination, a notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. 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

RS NOVISAD04: Grading is based on a scale ranging from 5 to 10. The passing grade is 6. The relationship between the grading system of the Educons University and that of ECTS is the following:

Grade		ECTS grade	Evaluation
10	91-100%	A	EXCELLENT
9	81-90%	B	VERY GOOD
8	71-80%	C	GOOD
7	61-70%	D	SATISFACTORY
6	51-60%	E	SUFFICIENT
5	Less than 51%	F	FAIL
=	0	FX	MARGINAL FAIL- some more work required before the credit can be awarded

ECTS credits: 1 full academic year = 60 ECTS; 1 semester = 30 ECTS

P LISBOA03 Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

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
RS NOVISAD04	ERASMUS Office E-mail: erasmus@educons.edu.rs Danka Radić Phone: + 381 21 489 36 67 E-mail: danka.radic81@gmail.com	http://www.mfa.gov.hu/kulkepviselet/YU/sr/yz_konzuli_infok/adresa_konzulata.htm http://www.mfa.gov.hu/kulkepviselet/YU/sr/yz_konzuli_infok/vize.htm

	<p>Simonida Vukadinović Phone: +381 21 489 36 10 E-mail: simonida.vukadinovic@educons.edu.rs</p> <p>Jovana Kisin Phone: +381 21 489 36 34 E-mail: jovana.kisin@educons.edu.rs</p> <p>Igor Vukelić Phone: +381 21 489 36 57 E-mail: igorvuk88@gmail.com</p>	
P LISBOA03	<p>Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7</p>	<p>http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</p>

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.

All students enrolled in **P LISBOA03** are covered by an accident and third party liability insurance.

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad;
- Insurance Health for visitors outside European Union.

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
RS NOVISAD04	<p>ERASMUS Office E-mail: erasmus@educons.edu.rs</p> <p>Danka Radić Phone: + 381 21 489 36 67 E-mail: danka.radic81@gmail.com</p> <p>Simonida Vukadinović Phone: +381 21 489 36 10 E-mail: simonida.vukadinovic@educons.edu.rs</p> <p>Jovana Kisin</p>	<p>http://www.mfa.gov.hu/kulkepviselet/YU/sr/yz_konzuli_infok/adr_esa_konzulata.htm</p> <p>http://www.mfa.gov.hu/kulkepviselet/YU/sr/yz_konzuli_infok/vize.htm</p>

	Phone: +381 21 489 36 34 E-mail: jovana.kisin@educons.edu.rs Igor Vukelić Phone: +381 21 489 36 57 E-mail: igorvuk88@gmail.com	
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	

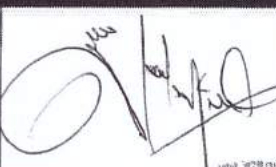
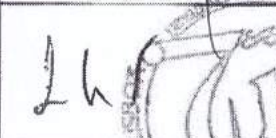
4. Housing

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
RS NOVISAD04	ERASMUS Office E-mail: erasmus@educons.edu.rs Danka Radić Phone: + 381 21 489 36 67 E-mail: danka.radic81@gmail.com Simonida Vukadinović Phone: +381 21 489 36 10 E-mail: simonida.vukadinovic@educons.edu.rs Jovana Kisin Phone: +381 21 489 36 34 E-mail: jovana.kisin@educons.edu.rs Igor Vukelić Phone: +381 21 489 36 57 E-mail: igorvuk88@gmail.com	http://www.mfa.gov.hu/kulkepviselet/YU/sr/you_konzuli_infok/adresa_konzulata.htm http://www.mfa.gov.hu/kulkepviselet/YU/sr/you_konzuli_infok/vize.htm
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
RS NOVISAD04	Prof. Aleksandar Andrejevic PhD, Rector of Educons University	14/02/19	
P LISBOA03	Prof. João Amaro de Matos Institutional Coordinator	31/01/19	

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