Inter-institutional\(^1\) agreement 2019-20[22]\(^2\)
between institutions from
Programme and Partner Countries\(^3\)

[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

<table>
<thead>
<tr>
<th>Full name of the institution / country</th>
<th>Erasmus code or city(^5)</th>
<th>Contact details(^6) (email, phone)</th>
<th>Website (e.g. of the course catalogue)</th>
</tr>
</thead>
</table>
| 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.ed
u.rs/international-
cooperation/activiti
es/erasmus-
mobility-
programs/coursesin
englishlanguage/ |

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\(^1\) 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.
### 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.]

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Erasmus code or city of the sending institution]</td>
<td>[Erasmus code or city of the receiving institution]</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RS NOVISAD04</th>
<th>P LISBOA03</th>
<th>0511</th>
<th>Biology</th>
<th>2nd</th>
<th>1 (5 months)</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0512</td>
<td>Biochemistry</td>
<td>2nd</td>
<td>1 (5 months)</td>
<td>TBD</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>P LISBOA03</th>
<th>RS NOVISAD04</th>
<th>0511</th>
<th>Biology</th>
<th>2nd</th>
<th>1 (5 months)</th>
<th>TBD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0512</td>
<td>Biochemistry</td>
<td>2nd</td>
<td>1 (5 months)</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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

---

7 Mobility numbers can be given per sending/receiving institution and per education field (optional*):

<table>
<thead>
<tr>
<th>Erasmus code of the sending institution</th>
<th>Erasmus code of the receiving institution</th>
<th>ISCED</th>
<th>area name</th>
<th>Staff Mobility for Teaching</th>
<th>Staff Mobility for Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS NOVISAD04</td>
<td>P LISBOA03</td>
<td>0512</td>
<td>Biochemistry</td>
<td>1 (14) * 8h</td>
<td>1 (14) * 8h</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>RS NOVISAD04</td>
<td>0512</td>
<td>Biochemistry</td>
<td>1 (14) * 8h</td>
<td>1 (14) * 8h</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level*</th>
<th>Staff Mobility for Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS NOVISAD04</td>
<td></td>
<td>ENGLISH</td>
<td>SRBIAN</td>
<td>81</td>
<td>82</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>81</td>
<td>82</td>
</tr>
</tbody>
</table>

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

* 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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Term*</th>
<th>Term*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RS NOVISAD04</strong></td>
<td>Nomination- June</td>
<td>Nomination- December</td>
</tr>
<tr>
<td><strong>P LISBOA03</strong></td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
</tbody>
</table>

[* 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>ECTS grade</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>A</td>
<td>EXCELLENT</td>
</tr>
<tr>
<td>9</td>
<td>B</td>
<td>VERY GOOD</td>
</tr>
<tr>
<td>8</td>
<td>C</td>
<td>GOOD</td>
</tr>
<tr>
<td>7</td>
<td>D</td>
<td>SATISFACTORY</td>
</tr>
<tr>
<td>6</td>
<td>E</td>
<td>SUFFICIENT</td>
</tr>
<tr>
<td>5</td>
<td>F</td>
<td>FAIL</td>
</tr>
<tr>
<td>4</td>
<td>FX</td>
<td>MARGINAL FAIL - some more work required before the credit can be awarded</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RS NOVISAD04</strong></td>
<td><strong>ERASMUS Office</strong>&lt;br&gt;E-mail: <a href="mailto:erasmus@educons.edu.rs">erasmus@educons.edu.rs</a>&lt;br&gt;Danka Radić&lt;br&gt;Phone: +381 21 489 36 67&lt;br&gt;E-mail: <a href="mailto:danka.radic81@gmail.com">danka.radic81@gmail.com</a></td>
<td>[<a href="http://www.mfa.gov.hu/kulkepvisel">http://www.mfa.gov.hu/kulkepvisel</a> et/YU/sr/yu_konzuli_infok/adata_k onzula.htm](<a href="http://www.mfa.gov.hu/kulkepvisel">http://www.mfa.gov.hu/kulkepvisel</a> et/YU/sr/yu_konzuli_infok/adata_k onzula.htm)</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobilitade@fct.unl.pt">div.a.ae.mobilitade@fct.unl.pt</a>, Tel.: +351 21 294 78 20/7</td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a></td>
</tr>
<tr>
<td>RS NOVISAD04</td>
<td>ERASMUS Office E-mail: <a href="mailto:erasmus@educons.edu.rs">erasmus@educons.edu.rs</a> Danka Radić Phone: +381 21 489 36 67 E-mail: <a href="mailto:danka.radic81@gmail.com">danka.radic81@gmail.com</a> Simonida Vukadinović Phone: +381 21 489 36 10 E-mail: <a href="mailto:simonida.vukadinovic@educons.edu.rs">simonida.vukadinovic@educons.edu.rs</a></td>
<td><a href="http://www.mfa.gov.rs/kulkepvyislet/YU/sr/yu_konzul.infok/adsa_konzulata.htm">http://www.mfa.gov.rs/kulkepvyislet/YU/sr/yu_konzul.infok/adsa_konzulata.htm</a> <a href="http://www.mfa.gov.rs/kulkepvyislet/YU/sr/yu_konzul.infok/vizene.htm">http://www.mfa.gov.rs/kulkepvyislet/YU/sr/yu_konzul.infok/vizene.htm</a></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Institution (Erasmus code or city)</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| RS NOVISADO4                       | ERASMUS Office
E-mail: erasmus@educons.edu.rs | [http://www.mfa.gov.hu/kulkepvis elet/YU/sr/yu_konzuli_info/adoru s_konzulata.htm](http://www.mfa.gov.hu/kulkepvis elet/YU/sr/yu_konzuli_info/adres s_konzulata.htm) |
|                                    | Danka Radič
Phone: +381 21 489 36 67
E-mail: danka.radic81@gmail.com | [http://www.mfa.gov.hu/kulkepvis elet/YU/sr/yu_konzuli_info/vize.h tm](http://www.mfa.gov.hu/kulkepvis elet/YU/sr/yu_konzuli_info/vize.htm) |
|                                    | 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 | |
| P LISBOA03                         | Email: div.a.ae.mobilidade@fct.unl.pt|
H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>RS NOVISAD04</td>
<td>Prof. Aleksandar Andjelijevic&lt;br&gt;Ph.D. Rector of Educons University</td>
<td>31/01/19</td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Prof. João Amaro de Matos&lt;br&gt;Institutional Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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