



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1

Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call year 2024 in:

- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Messina/Italy	I MESSINA 01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	General: www.unime.it ; https://international.unime.it/ Course catalogue: https://international.unime.it/studying English programmes: https://international.unime.it/study-us/english-programmes PhD programmes: https://international.unime.it/research/phd-programmes
International Burch University/Bosnia-Erzegovina	BA SARAJEV 03	Nedima Krndžija Head of International Relations Office Nedima.krndzija@ibu.edu.ba international@ibu.edu.ba +387 33 944 441	General: https://www.ibu.edu.ba Faculty/faculties: https://www.ibu.edu.ba/admission Course catalogue: https://www.ibu.edu.ba/admission

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
BA SARAJEV 03	I MESSINA 01			1st, 2nd, or 3rd cycle	2	12 (6 months each)	2	14 (7 days each)
I MESSINA 01	BA SARAJEV 03			1st, 2nd, or 3rd cycle	2	12 (6 months each)	2	14 (7 days each)

Optional additional information

e.g. blended mobility, etc.

⁷ <https://circaabc.europa.eu/sd/a/286ebacc-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-f%202013%20-%20Detailed%20field%20descriptions.pdf>

3. 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 skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
I MESSINA 01		English	Italian	B1	B2
BA SARAJEV 03		English		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- 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.

Partners agree on the following use and repatriation of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repatriation	Priority Objectives	

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
I MESSINA01	Autumn Term: from September to February Spring Term: from March to July	30 th June 30 th November
BA SARAJEV 03	First Term: from October to February Second Term: from February to July	June 15 th December 15 th

The receiving institution will send its decision within [X] weeks and no later than 5 weeks.

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it https://international.unime.it/ Tel: +390906768539	https://www.unime.it/international/opportunita-allestero/erasmus/erasmus-icm-outgoing-extra-ue https://international.unime.it/mobility/outgoing-mobility/study-extra-eu https://international.unime.it/mobility/incoming-mobility/erasmus-incoming-extra-eu-countries-ka171
BA SARAJEV 03	international@ibu.edu.ba	https://www.ibu.edu.ba/offices/international-cooperation-and-projects

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements	UNIME selection: Student Mobility for Study/Traineeship (SMS/SMP): - Academic performance (100%): average mark (I&II cycle students); Bachelor & Master Degree final mark for PhD students	

	<ul style="list-style-type: none"> - Language skills: level B2 English <p>Staff (STA):</p> <ul style="list-style-type: none"> - Subject area code affinity (20,00%) (6/30 points) - Language skills (6,67%) Level B2 English (2/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) <p>Staff (STT):</p> <ul style="list-style-type: none"> - Subject area code affinity (for professors) or staff working at the International Relations Office (for administrative staff) (13,33%) (4/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) <p>A. Language skills (13,33%) Level B2 English (4/30 points)</p> <p>BURCH selection: For students: Assessment (10 points total): GPA (3) Attendance (2) Extracurricular activities (2) Disciplinary record (1) Previous mobility (1) Fewer opportunities (1)*</p> <p>*Students facing social, economic, or health barriers, or from departments with limited mobility options.</p>	
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	<p>For staff: Assessment (10 points total): Subject area relevance / alignment with host institution (2) English language proficiency (B2 or higher) (1) Quality and feasibility of the Work Plan (5) Strategic and institutional relevance (2)</p>	
CV	<p>UNIME selection: Staff (STY/STA): - CV (33,33%) (10/30 points) Past mobility experience (6,67%): higher score to beneficiaries with fewer Erasmus mobility experiences (2/30 points) BURCH selection: Required for incoming staff</p>	
Motivation letter	<p>UNIME selection: not required BURCH selection: Not required</p>	
Inclusion measures ¹⁰	<p>UNIME selection: - students in disadvantaged economic conditions based on income as established by individual national provisions (certificable or self-declarable) - students with disabilities or certifiable physical, health and mental problems</p>	

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

	<p>according to individual national provisions (certificable)</p> <ul style="list-style-type: none"> - students with minor children (self-declaration) - working students (self-declaration) - students orphaned by at least one parent (self-declaration) - students who are children of victims of terrorism and organized crime (self-declaration) - professional student athletes (self-declaration) - students from ethnic, linguistic or religious minorities (self-declaration) - refugee students or asylum seekers (self-declaration) <p>BURCH selection: Same as UNIME</p>	
Other		

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	https://international.unime.it/services/students-facilities/housing
	BA SARAJEV 03	international@ibu.edu.ba	https://www.ibu.edu.ba/offices/international-cooperation-and-projects

Language Support	I MESSINA01	Concetta Butà Head of Welcome Office E-mail: uopwelcomеоffice@unime.it Tel: +390906768356	https://cla.unime.it/ https://international.unime.it/services/learning-italian
	BA SARAJEV 03	international@ibu.edu.ba	https://www.ibu.edu.ba/offices/international-cooperation-and-projects
Visa	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	https://international.unime.it/messina/residence-permit
	BA SARAJEV 03	Enes.biber@ibu.edu.ba	https://drive.google.com/file/d/1uEqUYXd5R4WEzMIN56q3eL3sbvknQvR/view
Insurance	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	https://international.unime.it/
	BA SARAJEV 03	Enes.biber@ibu.edu.ba	https://drive.google.com/file/d/1uEqUYXd5R4WEzMIN56q3eL3sbvknQvR/view
Inclusion of participants with fewer opportunities	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.

		Marisa Currao, Head of DSA Email: servizi.dd@unime.it Tel. +390906765066	https://international.unime.it/services/disability-sld-services-students
	BA SARAJEV 03	international@ibu.edu.ba	https://www.ibu.edu.ba/offices/international-cooperation-and-projects
Mentoring	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	https://www.unime.it/international-opportunita-allestero/referenti-la-mobilita-internazionale https://international.unime.it/services/student-ambassador-program
	BA SARAJEV 03	international@ibu.edu.ba	https://www.ibu.edu.ba/offices/international-cooperation-and-projects
Grant payments	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	
Alumni information	I MESSINA01	Giuseppe Lucchese Head of International Mobility Unit	https://www.unime.it/info/alumni
	BA SARAJEV 03	Alumni.office@ibu.edu.ba	https://www.ibu.edu.ba/offices/alumni-office

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. [Please specify the recognition tools that will be used, e.g. [the European Credit Transfer and Accumulation System.](#)]

- UnIME adopts the European Credit Transfer and Accumulation System
<https://international.unime.it/mobility/international-mobility>
- BURCH adopts the ECTS

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - 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]*
 - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

7. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
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¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

I MESSINA01		UniMe adopts the Italian Grading Scale from 18 (less than 18 the exam is failed) to 30. UniMe officially adopts the ECTS conversion scale https://international.unime.it/mobility/international-mobility	
BA SARAJEV 03		Grade	Description
		A. 10	excellent achievements (95 - 100 points)
		B. 9	above average (85 - 94 points)
		C. 8	average with small mistakes (75 - 84 points)
		D. 7	good with significant disadvantages (65 - 74 points)
		E. 6	satisfactory of minimum criteria (55 - 64 points)
		(F, X) 5	did not satisfy (under 55 points)

8. Any other information regarding the terms of the agreement (optional)

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9. 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."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
I MESSINA 01	Prof. Giovanna Spatarì - Rector	08/09/2025	 
BA SARAJEV 03	Prof. Dr. Mersid Poturak - Rector	03/09/2025	 

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation