

Inter-institutional agreement 2019 – 2025 between institutions from Western Balkan countries involved in the Erasmus+ project Western Balkans Urban Agriculture Initiative – BUGI (586304-EPP-1-2017-BA-EPPKA2-CBHE-JP)

The institutions named below agree to cooperate on common ECTS design and for the virtual and physical exchange of students and/or staff in the context of the Master study programme in Urban Agriculture developed within the Erasmus+ project Western Balkans Urban Agriculture Initiative – BUGI (586304-EPP-1-2017-BA-EPPKA2-CBHE-JP). 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.

A. Information about higher education institutions

Full name of the institution	University / country	Contact details (coordinator, email, phone)	Website
Faculty of Agriculture and Food Sciences	University of Sarajevo, Bosnia and Herzegovina	Prof. Dr. Pakeza Drkenda, p.drkenda@ppf.unsa.ba , +387 33 225 727	www.ppf.unsa.ba
Agro-Mediterranean Faculty	Džemal Bijedić University of Mostar, Bosnia and Herzegovina	Asist. Prof. Alisa Hadžiabulić, alisa.hadziabulic@unmo.ba , +387 36 571 388	https://af.unmo.ba
Faculty of Food Technology, Food Safety and Ecology	University Donja Gorica, Montenegro	Prof. Dr. Vesna Maras, vesna.maras@udg.edu.me , +382 69 069 123	https://www.udg.edu.me/fptbhe/
Faculty of Agriculture and Veterinary	University of Pristina, Kosovo	Prof. Dr. Skender Kaciu, skender.kaciu@uni-pr.edu , +377 45 999 434	https://fbv.uni-pr.edu/default.aspx
Faculty of Agribusiness	Haxhi Zeka University in Peja, Kosovo	Asist. Prof. Nexhdet Shala, nexhdet.shala@unhz.eu , +377 44 138 444	http://unhz.eu/course/fakulteti-i-agrobiznesit/

B. Respect of fundamental principles and other mobility 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.
- 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 virtual and/or physical 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.
- Provide guidance to incoming mobile participants in finding accommodation.
- 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.
- Ensure equal access to online classrooms and materials published on the BUGI distance learning platform or restricted part of the institution website for students and staff participating in virtual and/or physical mobility.
- Get students familiar with the practical work in greenhouses and laboratories purchased within BUGI project and institutional experimental field(s).
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide 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 physically 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.

C. Calendar

1. Students apply at sending institution at least 12 weeks before the beginning of semester in case of physical mobility, and 8 weeks before the beginning of semester in case of virtual mobility. Applications/information on nominated students must reach the receiving institution no later than 1 week after the deadline for application is finished.
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 2 weeks after the assessment period has finished at the receiving institution.
4. In the event of unilateral termination of this agreement, 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.

D. SIGNATURES OF THE INSTITUTIONS (deans)

Institution	Name, function	Date	Signature
Faculty of Agriculture and Food Sciences, University of Sarajevo	Prof. Dr. Muhamed Brka, dean		
Agro-Mediterranean Faculty, Džemal Bijedić University of Mostar	Prof. Dr. Elma Temim, dean		
Faculty of Food Technology, Food Safety and Ecology, University Donja Gorica	Prof. Dr. Vesna Maraš, dean		
Faculty of Agriculture and Veterinary, University in Priština	Prof. Dr. Skender Kaciu, dean		
Faculty of Agribusiness, Haxhi Zeka University in Peja	Asist. Prof. Nexhdet Shala, dean		