



Erasmus+ Programme (ERASMUS)

Application Form

Technical Description (Part B)

Erasmus Charter for Higher Education (ECHE) 2021-2027

Version 1.0
15 April 2021

Disclaimer

This document is aimed at informing applicants. It serves only as an example. The actual web forms and templates are provided in the Funding & Tenders Portal Submission System (and may contain certain differences). The applications (including annexes and supporting documents) must be prepared and submitted online via the Portal.



IMPORTANT NOTICE

What is the Application Form?

The Application Form is the template for EU grant applications; it must be submitted via the EU Funding & Tenders Portal before the call deadline.

The Form consists of 2 parts:

- Part A contains structured administrative information
- Part B is a narrative technical description of the project.

Part A is generated by the IT system based on the information you enter into the Portal Submission System screens.

Part B must be uploaded as a PDF (+ Annexes) in the Submission System. The templates to use are available there.

The application Form must be prepared by the Consortium and submitted by a Representative. Once submitted, you will receive a confirmation.

Character and page limits:

- page limit **25** pages
- supporting documents can be provided as an annex and do not count towards the page limit
- minimum font size — Arial 9 points
- page size: A4
- margins (top, bottom, left, and right): at least 15 mm (not including headers & footers).

Please abide by the formatting rules. They are NOT a target! Keep your text as concise as possible. Do not use hyperlinks to show information that is an essential part of your application.

[!] If you attempt to upload an application that exceeds the specified limit, you will receive an automatic warning asking you to shorten and re-upload your application. For applications that are not shortened, the excess pages will be made invisible and thus disregarded by the evaluators.

[!] Please do NOT delete any instructions in the document. The overall page limit has been raised to ensure equal treatment of all applicants.

APPLICATION FORM (PART B)**COVER PAGE**

Part B of the Application Form must be downloaded from the Portal Submission System, completed, and then assembled and re-uploaded as PDF in the system.

Note: Please pay close attention to the call conditions published on the Portal. Give particular attention to the award criteria and explain how the application will be evaluated.

PROJECT	
Project acronym:	CEPEB
Project title:	The movement for enriching the cultural and educational position between the EU and the Western Balkans
Coordinator contact:	Ivana Jović Cvijanović CBTE DOBOJ

PARTICIPANTS				
<i>Please use the same numbering as in Part A of the Application Form.</i>				
Number	Role	Name	Short name	Country
1	SENDING INSTITUTION	COLLEGE OF BUSINESS AND TECHNICAL EDUCATION DOBOJ	CBTE DOBOJ	BOSNIA AND HERZEGOVINA

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HEI PROFILE

General profile (n/a for Topic 1)	
Number of students	
<i>Count students enrolled in all higher education degree programs offered by your institution (data from the official HEI register).</i>	
Short cycle	
SECURITY MANAGEMENT	179
BUSINESS ECONOMICS	159
COMPUTER SCIENCE AND INFORMATICS	88
TECHNICAL MANAGEMENT	71
Number of staff	
<i>Employed personnel (equivalent full-time) involved in your higher education degree programs.</i>	
Teaching staff:	16+18+2
Administrative staff:	7
Number of degree courses	
<i>Count the study programs in higher education you offer.</i>	
Short cycle	
SECURITY MANAGEMENT	2
BUSINESS ECONOMICS	2
COMPUTER SCIENCE AND INFORMATICS	1
TECHNICAL MANAGEMENT	2

Participation in EU and international student mobility programs (ongoing academic year)**Credit mobility students***Count any student mobility program between 2 and 12 months (Erasmus+ Programme or other programs/schemes).***Note:***Erasmus+ Programme countries are: EU Member States and EEA and associated countries (see [Erasmus+ partner countries](#)).*

<i>Erasmus+ Partner countries are listed in the Erasmus+ Programme Guide.</i>	
Study mobility	
Number of outbound students to Programme countries:	0
Number of outbound students to Partner countries:	0
Number of incoming students from Programme countries:	0
Number of incoming from Partner countries:	0
Traineeships	
Number of outbound students to Programme countries:	0
Number of outbound students to Partner countries:	0
International degree students	
<i>Count students with foreign nationality enrolled for a full degree program and/or students having completed a degree previously at a foreign institution.</i>	
Number of foreign degree students from Programme countries:	0
Number of foreign degree students from Partner countries:	0
Number of students enrolled in double/multiple/joint degrees	
<i>Count local students (having the nationality of the country) and international students (of foreign nationality/with previous foreign degrees) enrolled in double/multiple/joint degrees.</i>	
Number of local students enrolled in double/multiple/joint degrees:	0
Number of international students enrolled in double/multiple/joint degrees:	0

Participation in EU staff mobility programs (ongoing academic year)	
Academic staff	
<i>Count all types of higher education staff mobility for teaching and training purposes between 2 days and 2 months (Erasmus+ Programme only).</i>	
Number of outbound staff to Programme countries:	0
Number of outbound staff to Partner countries:	0
Number of incoming staff from Programme countries:	0
Number of incoming staff from Partner countries:	0

Participation in EU and international cooperation activities (ongoing academic year)

Cooperation, consortia, and networks in education and research	
<i>Count inter-institutional agreements, cooperation agreements, and consortium agreements with higher education institutions.</i>	
Several Erasmus+ inter-institutional agreements:	0
Several other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Programme countries (including membership in higher education mobility consortia, if any):	5
Several other cooperation agreements (e.g. Memorandum of Understanding) with HEIs from Partner countries:	16
Total number of consortium agreements for double/multiple/joint degrees involving Programme countries:	0
Total number of consortium agreements for double/multiple/joint degrees involving Partner countries:	0

Participation in EU and international education and training projects (ongoing academic year)	
<i>Count training projects with contracts running in 2019-2020 (Erasmus+ and others).</i>	
Several projects as coordinator:	0
Several projects as a partner:	0

Staff working for Erasmus+ program activities.	
<i>Count administrative staff (equivalent full-time) engaged in your international office and working on Erasmus+ Programme activities.</i>	
Several projects as coordinator:	0
Several projects as a partner:	0

1. ERASMUS POLICY STATEMENT (EPS)

ERASMUS POLICY STATEMENT

Participation in Erasmus+

Describe how you plan to participate in Erasmus+ actions in the future.

Explain how they will be implemented in practice at your institution.

Note: The following types of Erasmus+ activities are open to HEIs:

- *Key Action 1 (KA1) - Learning mobility of individuals:*
 - *Mobility project for higher education students and staff*
 - *Student mobility for studies*
 - *Student mobility for traineeships*
 - *Staff mobility for teaching*
 - *Staff mobility for training*
 - *Blended intensive programs*
- *Key Action 2 (KA2) - Cooperation among organizations and institutions:*
 - *Partnerships for Cooperation*
 - *Partnerships for Excellence – European Universities*
 - *Partnerships for Excellence - Erasmus Mundus Joint Master Degrees*
 - *Partnerships for Innovation*
 - *Alliances for Innovation*
- *Key Action 3 (KA3) - Support to policy development and cooperation.*
- *Jean Monnet Actions*

Strategy, objectives, and impact

What would you like to achieve by participating in the Erasmus+ Programme? Which are the policy objectives you intend to pursue? Describe how the participation fits into your institutional, internationalization, and modernization strategies.

What is the envisaged impact of participation on your institution? Explain how you expect the participation to contribute towards achieving the objectives of your institutional strategy. Explain how it will contribute to making your institution more modern and more international. Explain how you expect the participation to contribute to the goal of building a European Education Area.

Note: The objectives should be clear, measurable, realistic, and achievable.

Indicators

For each objective, define appropriate indicators for measuring achievement (e.g. mobility targets for student/staff mobility, quality of the implementation, support for participants on mobility, increased involvement in cooperation projects, sustainability/long-term impact of projects, etc.). Link the targets to a timeline.

If you change your activities or objectives, please don't forget to update the EPS on your website and inform your Erasmus+ National Agency.



Participation in Erasmus+

The Higher Business and Technical School, through its 14 years of existence, has established international cooperation with several higher education institutions from the Western Balkans as well as several from EU countries. We consider this project a key part of our institution's annual plan, aimed at enriching both the scientific and cultural experience of students and lecturers.

Our goal is to ensure at least one student mobility per year for each of the study programs so that students can gain a deeper understanding of the practices, regulations, and scientific approaches of European countries in the fields of SECURITY, ECONOMICS, INFORMATION TECHNOLOGY, and PRODUCTION AUTOMATION. This would be achieved through mobility lasting 2 months, as well as online lectures, seminars, and projects.

When it comes to faculty mobility, given the limiting circumstances, our goal is to achieve at least four mobilities within a period of 2 years. The focus would be to ensure mobility for the teaching staff of each study program we offer.

Since our institution has not had experience with mobility through ERASMUS programs, our implementation would involve the following steps:

- Finding higher education institutions in EU countries, as well as higher education institutions covered by the ERASMUS+ program, with which we could implement mobility projects.
- Informing and promoting the program 6 months before the start of the academic year.
- Publishing the call for applications, number of places, destinations, requirements, deadlines, necessary documentation, etc.
- The candidate selection process
- Preparation for mobility with the selected student: familiarization with the destination country and its basic legal regulations, language skills improvement (both the language of the destination country and English).
- Implementation and monitoring of mobility
- Analysis of success and proposals for improvement for the next academic year.

Strategy, objectives, and impact

Success in this project would represent one of the key elements of the internal strategy of this institution. As a smaller private higher education institution in a smaller town, surrounded by larger universities in bigger cities, we aim to provide our fellow citizens with opportunities for development and contribution to the local community. A strategy that brings us closer to the EU could significantly contribute to achieving our goal.

The main goals we aim to achieve with this project are:

- GOAL 1: LANGUAGE SKILL IMPROVEMENT among our students and their close ones would contribute to their professional qualities, and skills, as well as the development of cooperation with students/partners from other countries.
- GOAL 2: STIMULATING our students to embrace the challenges that mobility and the professional environment bring, which would further enhance their level of maturity and independence.
- GOAL 3: THE EXPERIENCE, both professional and cultural, of our students has always been an important goal for our higher education institution.
- GOAL 4: FULFILLING the educational principles of European countries in higher education would prepare our students for future business collaborations.

If nothing else, through the implementation of the program activities of this project, we expect:

- Improvement of professional skills and competencies
- Enhancement of language skills and cultural relations
- Development of adaptability skills and employment opportunities

We hope that through participation in mobility, our lecturers will rediscover their motivation for scientific contributions and develop professional collaborations with lecturers from other countries and higher education institutions. For younger lecturers who are just finding their way in education, we hope that the mobility experience will provide them with opportunities to participate in some of the methods used in education across EU countries.

For us as an organization, the ERASMUS ECHE charter and participation in mobility projects would solidify the quality level of the COLLEGE OF BUSINESS AND TECHNICAL EDUCATION DOBOJ and encourage a greater number of local students to pursue professional development. Since we are located in a small town, this is of great importance to our local community as well.

Indicators

- GOAL 1: LANGUAGE SKILL IMPROVEMENT among our students and their close ones would contribute to their professional qualities, and skills, as well as understanding cooperation with students/partners from other countries.
 - TIME FRAME: This goal can be achieved during the duration of the activities.
 - SUCCESS INDICATOR: After selecting the candidates, a survey will be conducted with the candidates and their close ones to assess their current (pre-mobility activity) language skills. Upon completing the activity and incubation period, the same survey will be administered. By introducing a control group (candidates and their close ones who do not participate in the mobility activity), we could gain better insight into the advantages or

Shortcomings of internal processes and processes within the mobility activity. The goal will be considered achieved if significant progress in language skills is demonstrated through the mobility activity.

- GOAL 2: STIMULATING our students to embrace the challenges that mobility and the professional environment bring, which would further enhance their level of maturity and independence.
 - TIME FRAME: This goal should be achieved during the mobility activity in which the student participates.
 - SUCCESS INDICATOR: In collaboration with expert staff and external partners, a questionnaire will be developed that the candidate will complete before and after the mobility activity. The questionnaire will be drafted to assess the level of responsibility, resourcefulness, maturity, and adaptability.
- GOAL 3: The experience, both professional and cultural, of our students has always been an important goal for our higher education institution.
 - TIME FRAME: Through periodic monitoring and counseling, this goal can be achieved during and after the mobility activities.
 - SUCCESS INDICATOR: In addition to the questionnaires completed by candidates before and after the mobility activity, the decision on the success of the activity would be made no earlier than 6 months after the completion of the activity. This period is necessary to organically gain insight into visible changes in professional knowledge, as well as the approach to multicultural activities and projects.
- GOAL 4: FULFILLING the educational principles of European countries in higher education would prepare our students for future business collaborations.
 - TIME FRAME: Since this goal is analytical, it does not have a specific implementation period.
 - SUCCESS INDICATOR: Candidates participating in the activity would be required to submit periodic reports on the practices and working principles at the institution where they are located. After aggregating the reports, external collaborators would create similar reports for the same period for our institution to compare the level of similarity. A similarity below 50% would be considered non-compliant, indicating the need for corrections. A similarity between 50% and 70% would be regarded as meeting the condition but with room for improvement. A similarity between 70% and 90% would be highly successful, with only minor adjustments needed.

2. ORGANISATION AND MANAGEMENT

2.1 General organization and management

General organization and management (n/a for Topic 1)

Describe the administrative and academic structures and resources at your institution for organizing and implementing the Erasmus+ Programme activities.

Provide a detailed description of how tasks and responsibilities are divided among staff, about both administrative and academic decision-making processes.

Provide the web link with contact details of your institution's international office (or equivalent) dealing with implementing and organizing Erasmus+ Programme activities.

- **GOAL 1: LANGUAGE SKILL IMPROVEMENT** among our students and their close ones would contribute to their professional qualities, and skills, as well as understanding cooperation with students/partners from other countries.
 - **TIME FRAME:** This goal can be achieved during the duration of the activities.
 - **SUCCESS INDICATOR:** After the selection of candidates, a survey will be conducted with the candidates and their close ones to assess their current (pre-mobility activity) language skills. After the completion of the activity and incubation period, the same survey would be conducted again with the same individuals. By introducing a control group (candidates and their close ones who do not participate in the mobility activity), we would gain better insight into the advantages or shortcomings of internal processes and processes within the mobility activity. The goal will be considered achieved if significant progress in language skills is demonstrated through the mobility activity.
- **GOAL 2: STIMULATING** our students to embrace the challenges that mobility and the professional environment bring, which would further enhance their level of maturity and independence.
 - **TIME FRAME:** This goal should be achieved during the period of the mobility activity in which the student participates.
 - **SUCCESS INDICATOR:** In collaboration with expert staff and external partners, a questionnaire would be developed that the candidate would complete before and after the mobility activity. The questionnaire would be designed to assess their level of responsibility, resourcefulness, maturity, and adaptability.
- **GOAL 3:** The experience, both professional and cultural, of our students has always been an important goal for our higher education institution.
 - **TIME FRAME:** With periodic monitoring and counseling, this goal can be achieved during and after the duration of the mobility activities.
 - **SUCCESS INDICATOR:** In addition to the questionnaires completed by candidates before and after the mobility activity, the decision on the success of the activity would be made no earlier than 6 months after the completion of the activity. This period is necessary to organically assess visible changes in professional knowledge, as well as the approach to multicultural activities and projects.
- **GOAL 4: FULFILLING** the educational principles of European countries in higher education would prepare our students for future business collaborations.
 - **TIME FRAME:** Since this goal is analytical, it does not have a specific implementation period.

- **SUCCESS INDICATOR:** Candidates participating in the activity would be required to submit periodic reports on the practices and working principles at the institution where they are located. After aggregating the reports, external collaborators would create similar reports for the same period for our institution to compare the level of similarity. A similarity below 50% would be considered non-compliant, indicating the need for corrections. A similarity between 50% and 70% would be considered meeting the condition but with room for improvement. A similarity between 70% and 90% would be highly successful, with only minor adjustments needed.

2.2 Quality assurance and monitoring and evaluation strategy

Quality assurance and monitoring and evaluation strategy *(n/a for Topic 1)*

Describe the methods to ensure good quality, monitoring, planning, and control.

Describe the evaluation methods and indicators (quantitative and qualitative) to monitor and verify the outreach and coverage of your activities.

The project is coordinated by the COLLEGE OF BUSINESS AND TECHNICAL EDUCATION DOBOJ. The Mobility Committee consists of:

- **COORDINATOR:** Ivana Jović-Cvijanović, Secretary of the COLLEGE OF BUSINESS AND TECHNICAL EDUCATION DOBOJ, is primarily responsible for project management, report writing, report revision, and overseeing the processes within and after the project.
- **EXECUTIVE COORDINATORS:** Nikola Ristić, responsible for project promotion as well as the preparation and selection of candidates for mobility.
- **MEMBERS:** Vladimir Živanović and Aleksandar Kršić, who participate in the candidate selection and preparation process for mobility. They also contribute to writing projects and the revision of reports and processes implemented during and after the project.

ORGANIZATION WEBSITE

<https://www.vpts-doboj.info/>

2.3 Communication and visibility

Communication and visibility

Describe the communication strategy for promoting the Erasmus+ program and your activities.

Clarify how you will reach the target groups and explain the choice of the dissemination channels. Provide the web link where you will host the EPS and the ECHE Charter.

Information for potential candidates would be provided through video tutorials that highlight the available program, application process, and potential benefits. Additionally, each student would be informed upon enrollment through promotional materials, as well as through formal and informal lectures and presentations.

INTERNAL DISSEMINATION: Communication about the project and its results is carried out within the educational institution during meetings with administrative staff, teaching personnel, as well as coordinators, and external collaborators.

EXTERNAL DISSEMINATION: The dissemination of information about the project will be carried out through the institution's website and official social media channels.

Additionally, information for those who are not active students would be disseminated through other advertising media, partnerships, brochures, and other methods.

ORGANIZATION WEBSITE

<https://www.vpts-doboj.info/>

3. IMPLEMENTATION OF THE ECHE CHARTER PRINCIPLES

3.1 ECHE fundamental principles

ECHE fundamental principles

Non-discrimination, transparency and inclusion

Explain the measures taken in your institution to respect the principles of non-discrimination, transparency, and inclusion of students and staff.

Describe how your institution ensures full and equitable access to participants from all backgrounds, paying particular attention to the inclusion of those with fewer opportunities.

Note: More information on the ECHE Charter principles can be found in the [ECHE Guidelines](#).

The selection process will be transparent and will include a clause confirming that all students of the institution have the right to apply for the allocation of a subsidy for mobility in internships abroad, regardless of their origin, race, gender, social status, or religion.

This process will outline the participation conditions, which will be based on academic performance, attendance, and behavior during their educational process at the school, as well as language proficiency and certification.

In case of competition for a spot, with equal scores in the selection process, preference will be given to cases of social exclusion or individuals with fewer opportunities. A mechanism will be developed in collaboration with mentors and the counseling department to ensure these cases are detected in a fair and unbiased manner.

All decisions and actions will be published on the Erasmus+ page of our website.

Stanić mora napraviti ovo na sajtu. Ako ne onda moramo drugu soluciju

ECTS credits *(n/a for Topic 1)*

Explain your institution's methodology for allocating ECTS credits to different courses. If are not yet using the ECTS credit system, please explain why this is the case.

Note: More information on ECTS can be found in the [ECTS Users' Guide](#).

ECTS credits are numerical values assigned to courses to describe the workload coefficient for students when completing the prescribed material. They reflect the amount of work required for each course concerning the total amount of work needed to complete the entire academic year at the College of Business and Technical Education Dobož.

The assessment of the invested work includes measuring student attendance in classes, practical work, exercises, partial tests, preparation of seminar papers, oral defense of work, classroom activities, extracurricular activities, independent study, final exams, retake exams, and other forms of academic activities.

When calculating the number of ECTS credits for a specific course, two starting points and standards should be considered:

1. One academic year is worth 60 ECTS credits, and one semester is worth 30 credits.
2. During their studies, students work (participate in classes and consultations, prepare for lessons, study, prepare seminar papers, projects, etc.) just like any other worker, no more than 8 hours a day, 5 days a week, i.e., 40 hours per week.

The determination of ECTS credits is done using the formula: $X = 30 \times Y / Z$.

The details of the process are determined by legal regulations and the rules, which can be downloaded through our official school website.

European Student Card and Erasmus+ App

Explain the measures to implement the European Student Card Initiative and promote the Erasmus+ mobile App to students.

Please refer to the timeline for the European Student Card Initiative on the [Europa website](#).

Since our students do not possess and are not able to possess, the 'European Student Card,' no agreement has been provided for this part of the issue. Regarding electronic access to student data and their achieved results, we rely on the student portal <https://e.vpts-doboj.info/>.

An alternative to the 'European Student Card' could be the 'ISIC – International Student Identification Card,' as there is a possibility for students to possess it.

The process of promoting the Erasmus+ mobile application will be implemented alongside the promotion of the entire program and all related activities.

Environmentally friendly practices

Explain how your institution will implement and promote environmentally friendly practices in the context of Erasmus+ program activities.

With this project, we commit to practicing and promoting a responsible approach to the environment in the development of mobility and all actions that contribute to their

realization.

The search for host partners will be based on selecting those who, among their areas of activity, prioritize environmental care through the use of renewable energy sources and the use of recycled materials.

We will promote the use of less polluting modes of transport, both for daily commuting to the internship location (using bicycles or traveling by train to work) and for travel to and from the destination, where options such as train travel or sharing electric vehicles with others traveling to the same destination will be considered.

Civic engagement and active citizenship

Explain how you will promote civic engagement and active citizenship amongst your outgoing and incoming students participating in Erasmus+ activities.

The promotion of civic values, as well as mutual coexistence and cooperation among citizens, are integrated into the principles of the institutional educational project.

Throughout the education of our students (approximately a year and a half), we work through tutorials, extracurricular, and supplementary activities on values that are of great importance for coexistence. Additionally, activities are organized to facilitate learning through service within our local community.

During the education of the selected students, special emphasis will be placed on the importance of preserving these values throughout the mobility process. The goal is for the participants to become aware that this engagement is crucial for easier integration and understanding of the European identity.

3.2 Mobility activities

Student/staff mobility

Course catalogs (before mobility) (n/a for Topic 1)

How will you ensure that all courses taught at your institution (and the languages they are taught in) are described in a publicly available course catalog by the [EU Recommendation on Automatic Mutual Recognition](#)?

An overview of each study program is provided through our freshman guide, which is publicly available at <https://upis.vpts-doboj.info/>, as well as a list of all courses offered during the academic year for each study program at <https://vpts-doboj.info/studiji.php>.

Inter-institutional agreements for study and teaching mobility (before mobility) (n/a for Topic 1)

Describe your institution's approach to concluding and monitoring inter-institutional agreements for study and teaching mobility.

Explain how and by whom the learning agreements for mobile students will be managed.

All contracts/agreements/memoranda are signed by our legal representative, the school's director. Other decisions, following the authorities, can be made by the school's

senate and other governing bodies.

Support for outgoing students/staff (n/a for Topic 1)

Describe your institution's policy for preparing outgoing students/staff (e.g. language courses, workshops/information on intercultural competencies, etc).

Describe mentoring and support arrangements for outgoing students/staff (e.g. peer mentoring; information on accommodation insurance, visa, etc.).

Before mobility is realized: selected participants will be prepared regarding sociocultural preparation for the host country, customs and habits, logistical issues related to travel, luggage, economic management, accommodation search, etc. Emphasis will also be placed on language learning and improvement.

Through informational sessions, workshops, and lectures for experience exchange by participants from other institutions or projects.

On the open course on the school's digital platform, planned tasks and links will be posted, addressing all practical matters such as passports, opening a bank account, visas, obtaining a health card, consulates and embassies, insurance usage, travel, boarding passes, etc.

Also, in this course, materials and links will be provided that inform about the host country: history, tourism, customs, politics, economy, society, etc.

Support for incoming students/staff (during mobility) (n/a for Topic 1)

Describe mentoring and support arrangements for incoming students/staff (e.g. peer mentoring; social integration within the institution and with its local students and staff; information on accommodation insurance, visa, etc.).

As we have not had visiting students and lecturers so far, our experience at this moment is limited. Our priorities would be:

- assistance during arrival
- assistance in finding suitable accommodation
- financial assistance in cases of need

That being said, as an institution and as employees, we want and have plans to further educate ourselves on best practices and take the initiative to ensure the conditions for arrival/visit, stay, and any other situations that may arise.

All of the above applies to students and lecturers who would participate in the process.

Full automatic recognition of credits (after mobility)

Describe the measures to ensure the full automatic recognition of credits for learning outcomes during a mobility period abroad/blended mobility following the [EU Recommendation on Automatic Mutual Recognition](#).

Upon the return of our students who participate in mobility activities, we would require, under the legal provisions of our country, a written (electronic or physical) report on the student's earned credits/results. The further process of exam recognition is conducted according to the regulations defined by law and the documents available on

our website.

In the case of visiting students, at the end of the mobility activity, each student would be provided with a report clearly stating each course and the number of credits earned through the activities covered. This report would be certified, and the student would receive a printed copy, while the home institution would be sent a scanned certified copy via email or a printed version by mail, along with any other documents required by the institution or specified in the project/cooperation agreement.

Based on the rules and these documents (due to differences in the method of grading and calculating ECTS credits), a proportionate number of credits would be recognized for students at their home higher education institutions.

The formulas and ratios would be defined between the institutions participating in the mobility activities.

When selecting a higher education institution for collaboration, the one with the greatest similarity in programs and subjects to ours would be chosen.

Recognition of staff mobility (after mobility)

Describe your institution's measures to support, promote, and recognize staff mobility.

As a smaller higher education institution located in a smaller town, our current capability is to provide all lecturers with promotion after mobility activities through our website, in the form of a special section of gratitude, as well as a column for guest lecturers. If desired, we also offer the promotion/publication of scientific papers and books.

Regarding the recognition of mobility, our institution would issue an authenticated certificate and statement (in both local and English languages) confirming that the lecturer, during the specified period, performed teaching duties at CBTE DOBOJ in professional subjects and fields.

3.3 Cooperation projects

Cooperation activities

Promotion of cooperation projects (n/a for Topic 1)

Describe how your institution will promote the opportunities offered by the Erasmus+ cooperation projects.

The promotion of collaboration on projects will be carried out through all the information media owned by CBTE DOBOJ (website, social media, promotional materials), as well as open seminars/presentations for all interested parties.

Support engagement (n/a for Topic 1)

Describe how your institution will support and recognize its staff and students' engagement in Erasmus+ European and international cooperation projects throughout the application and implementation phase.

All our students and lecturers are free to participate in projects of their own or others' arrangements at any time. As an institution, we provide our students and lecturers with access to facilities, and administrative and teaching staff for use, consultations, and assistance. Additionally, there is the possibility of financial support from us as an institution.

4. DECLARATIONS

Commitment to the ECHE Charter	
By submitting this application, the institution: <ul style="list-style-type: none">• Acknowledges that it has read and fully understood and applies/complies with all the principles of the ECHE Charter.• Accepts that the implementation of the Charter will be monitored by the Erasmus+ National Agencies and that a violation of the Charter may lead to the withdrawal of the certificate by the European Commission.xx	YES

Signed:

Signed:

Mr. [Ime Prezime]
Headmaster / Director

[Ime Prezime]
The person in charge of the
proposal

ANNEXES

LIST OF ANNEXES

Erasmus+ ECHE Charter (available on [Funding & Tenders Portal Reference Documents](#))

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	04.12.2024.	Initial version (new MFF)