



Agreement of Cooperation
between
UNIVERSITÄT KLAGENFURT (UNI-KLU)
and
UNIVERSITY OF SARAJEVO (UNSA)

University of Sarajevo, Obala Kulina bana 7/II, 71000 Sarajevo, Bosnia and Herzegovina, www.unsa.ba, hereinafter referred to as **UNSA** and Universität Klagenfurt, Universitätsstraße 65-67, Klagenfurt 9020 Austria, www.aau.at, hereinafter referred to as **UNI-KLU**, in recognition of their common interest in developing bilateral relations and convinced that cooperation between universities contributes to cultural enrichment, scientific progress, and the consolidation of friendship between countries, agree to establish the following Agreement of Cooperation.

I GENERAL STATEMENT

This Agreement of Cooperation shall promote activities in the following principal areas:

- Exchange of students
- Exchange of faculty and academic staff

All activities developed under the auspices of this Agreement shall respect and conform to the corresponding norms, traditions, and regulations of each Institution.

The Institutions undertake to process personal data (means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means) exclusively for the purposes identified in the Agreement. Any notification of personal data provided for under this agreement shall be required only to the extent such notification is permitted under applicable jurisdictional privacy laws (including but not limited to the EU General Data Protection Regulation (EU-GDPR)). Both **UNSA** and UNI-KLU are responsible for compliance relative to their own respective obligations under such laws and regulations. Transfers of personal data from Austria to countries or international organisations where the EU-GDPR is not applicable shall take place only in compliance with Chapter V of the EU-GDPR.

Both Institutions are committed to respecting the principles of non-discrimination set out in the program and ensure equal access and opportunities to students and staff from all backgrounds.



II STUDENT EXCHANGE

1) Duration of Student Exchange

The Institutions agree to exchange individual students for a semester or an academic year, ideally on a one-for-one basis.

2) Number of Exchange Students and Nomination Process

The number of qualified students to be exchanged shall be defined by mutual agreement between the two Institutions. The current number is two (2) to ten (10) students per semester from each Institution. Each Institution shall be notified of the names of recommended incoming exchange students at least four months prior to the intended start of the exchange period.

3) Student Program Fees/Benefits at Host Institution

If applicable, exchange students shall pay tuition fees to their Home Institution. Tuition fees are waived at the Host Institution, but additional fees for special programs may arise. At UNI-KLU, incoming exchange students are charged a small fee for the German Language Courses at the Language Center of UNI-KLU.

Pursuant to Section 91 of the Universities Act (Universitätsgesetz, UG) and § 38 of the Union of Students Act 2014 (Hochschülerinnen- und Hochschülerschaftsgesetz 2014, HSG 2014), membership to the Austrian National Union of Students (ÖH) is compulsory for all degree program and non-degree program students. Therefore, the ÖH membership fee must be paid by all students, including incoming exchange students. Travel, housing and meal costs shall be the responsibility of the exchange students.

4) Accommodation

The Host Institution shall inform incoming exchange students of accommodation options on or near campus and on the conditions for renting accommodation (i.e. costs, registration and accommodation contract details, responsibilities). The Host Institution shall provide exchange students with guidance in finding accommodation in the residence halls or appropriate off-campus accommodation. Necessary information on accommodation options shall be made available to incoming exchange students well in advance.

5) Visa

The Host Institution shall assist incoming exchange students who need a visa/residence permit by issuing, in a timely manner, the documentation required for the application (i.e. letters confirming the students' enrolment status at the Host Institution). Once in possession of these documents, incoming exchange students are responsible for obtaining their visas/residence permits on time.

6) Insurance

As a general rule, insurance coverage is the responsibility of the exchange students. However, Home and Host Institution shall provide the necessary assistance in order to ascertain that exchange students have sufficient insurance coverage. Exchange students must purchase the medical/health and accident insurance required by the Host or Home Institution and, if applicable, by the government/embassy of the host country when applying for a visa or residence permit. Proof of adequate insurance coverage must be provided to the International Office of each Institution upon request.



It is the responsibility of the exchange students to pay for additional medical costs not covered by the health insurance.

7) Dependents

The obligations of each Institution are limited to exchange students and do not extend to their spouses or dependents. All expenses of accompanying spouses and dependents are the responsibility of the exchange students.

8) Student Eligibility

Both Institutions shall strive to select only well qualified students with a strong academic record for the program. Academic backgrounds and, if applicable, letters of recommendation shall be provided by the Home Institution. Students to be nominated as exchange students must meet the language proficiency requirements established by the Host Institution. The Host Institution reserves the right to reject any applicants presented.

9) Balancing the Exchange

Both Institutions shall aim at reaching parity in numbers of exchange students at the end of the period of this Agreement. However, each Institution shall be prepared to consider a disparity in any given exchange semester or year.

10) Academic Status of Students

Exchange students shall remain enrolled as regular degree candidates at their Home Institution and shall be enrolled as incoming ("non-degree seeking") exchange students at the Host Institution where they shall be subject to the same rules and regulations as local students.

11) Recognition/Transfer of Credits

Exchange students are expected to maintain the equivalent of a full course load at the Host Institution. They are required to clarify the details of the courses to be pursued at the Host Institution before the start of the semester with the responsible person(s) at the Home Institution. It is strongly recommended to clarify in advance with the director of the respective degree program at the Home Institution whether courses taken at the Host Institution can be recognized.

The Host Institution shall provide an annually updated course catalogue on their website well in advance of the mobility and a Transcript of Records indicating the number of credits earned and grades achieved after the mobility.

Courses and exams taken at the Host Institution shall be recognized in accordance with the respective guidelines and procedures at the Home Institution. Credits toward the exchange students' degree are to be awarded by the Home Institution.

12) Academic Coordinator(s)

Each Institution shall appoint one or more academic staff member(s) to be responsible for the academic supervision of the exchange, including the nomination process and academic counseling of the exchange students. The names of the Academic Coordinator(s) and their respective period(s) of responsibility shall be announced after this Agreement has come into force.



III EXCHANGE OF FACULTY AND ACADEMIC STAFF

The Institutions agree that, as a rule, faculty members shall be invited for short-term teaching assignments. Longer teaching assignments, e.g. for one semester or academic year, are also possible. Specific regulations shall be negotiated and shall be handled accordingly.

Unless agreed otherwise, the Home Institution shall continue to pay the exchange visitors' salary for the duration of the exchange and the persons on exchange and/or their Home Institution shall take responsibility for any additional financial support, such as aid for travel expenses and insurance. Exchange visitors shall be responsible for passport and visa costs (if applicable), required health insurance coverage for the duration of the exchange, and personal expenses including housing and meals.

Each Institution shall endeavor to assist exchange visitors in locating housing on or near campus.

IV ADDITIONAL ACTIVITIES

All additional cooperative activities not specified in this Agreement shall be negotiated separately and handled accordingly.

V DURATION

- 1) This Agreement is established for a period of five (5) years, effective from the date of the last signature.
- 2) At the end of the five (5) year period, the outcomes of the cooperation shall be assessed and the Agreement shall be renewed for one additional period of five (5) years, unless **UNSA** or **UNI-KLU** provides written notification of a decision of non-renewal prior to the expiration date.



VI FINAL PROVISIONS



Any changes or amendments of this Agreement must be made in writing (transmission via fax or e-mail shall not suffice) in order to take effect. This shall also apply to any waiver of this requirement in written form.

This Agreement has been drawn up in the English language. In case of discrepancies between the English text version of this Agreement and any translation, the English version shall prevail.

Two copies of this Agreement shall be signed and each copy shall be deemed an original, with one being handed out to each of the Parties.

University of Sarajevo (UNSA)

Prof. Dr. Rifat Škrijelj
Rector

(Place, Date)

19.12.2022.
0101-13790/22

Universität Klagenfurt (UNI-KLU)

Ass.-Prof. Dr. Doris Hattenberger
Vice-Rector for Education




(Place, Date)

7th December 2022