

## Terminology

Inter-Institutional Agreement is an agreement between two or more institutions which clearly defines regulations of inter-institutional collaboration and program of mobility.

The Learning Agreement sets out the programme of the studies or the traineeship to be followed abroad and must be approved by the student, the sending and the receiving institution, organization or enterprise before the start of the exchange. It should include all the learning outcomes the student is expected to acquire during the exchange.

Letter of Intention is a document containing a declaration of the intentions of the writer.

Home institution is an institution where a person is registered as an undergraduate, graduate, or post-graduate student or where he/she regularly attends.

Host institution is an institution that accepts students or staff members for some period of time with the purpose of studying, conducting lectures or doing professional training. As the allowed period of time finishes, student/staff member is obligated to return to his/her home institution.

A Student is a person enrolled in a university with the intention of studying and eventually acquiring academic recognition. Students can be enrolled in either undergraduate, graduate or (in case of partner institution) postgraduate programs.

Incoming student is a person travelling to the host institution from another country/institution with the intention of studying or doing an internship for a determined period of time.

Outgoing student is a person who leaves their home institution for a determined period of time and begins studying or an internship at the host institution.

IBU is an abbreviation of International Burch University.

Partner is a University that International Burch University has signed a Memorandum of Understanding with and has completed an Inter-Institutional Agreement with.

Transcript is an official list of all the courses that you have completed, including information about the number of credits and the grades you have got.



**Protocol for the Board of External Relations  
and Scientific Corporation  
for Incoming Student Exchange Procedures**

1. Host Institution (IBU) International Office will publish number of available positions, subjects and courses, and all relevant information that students from Partner Home Institutions can use to apply on the IBU website: <http://international.ibu.edu.ba/>
2. International Office of Home Institutions will send all required paperwork (Nomination Letter, Learning Agreement, and Incoming Mobility Form for a student) to the International Office of the Host Institution in order to start the procedure.
3. Host Institution International Office will distribute all required paperwork to the appropriate Department who will make the decision about the acceptance of the student.\*
4. If the incoming student is accepted, Head of Department (suggestion: Head of Departments should inform the professors of their department about the chosen subjects), and the final verdict is forwarded to the Faculty council for the confirmation.
5. Host Institution International Office must send a letter of conformation, and is required to coordinate all necessary offices in order to obtain Residency Permits, Visa and Housing for incoming students.
6. Once incoming students arrive, they must visit the Host Institution International Office to complete their paperwork (signing of Learning Agreement).
7. By the end of their exchange, the Host Institution is required to confirm their successful exchange via a certificate.
8. Host Institution will provide incoming students with a transcript, where grade equivalency is noted in the Inter-institutional Agreement between the two institutions.



9. After the successful exchange, incoming students must complete an evaluation form and give a testimonial.

\*In case of PhD students, paperwork needs to include abstract of research, and should be confirmed by the Host Institution Faculty Council.



**Protocol for the Board of External Relations  
and Science Committee  
for Outgoing Student Exchange Procedure**

1. IBU International Office will publish available positions and all relevant information about the Partner Host Institutions for which the IBU students can apply to the official website: <http://international.ibu.edu.ba/>
2. Interested IBU Students are required to submit:
  - For PhD students\*: Abstract for Research, Letter of Intention and Internal outgoing exchange nomination form\*\*
  - For Master and Undergraduate students: Letter of Intention and Internal outgoing exchange nomination form
3. Interested IBU Students must select subjects, which are approved by the official Equivalency committee and then by the specific Head of Department (suggestion: Head of Departments should inform the professors of their department about the chosen subjects), and the final verdict is forwarded to the Faculty council for the confirmation.
4. In case of amendments to the Learning Agreement, the official Equivalency committee will meet again to confirm the changes and the Head of Department is required to sign the documents.
5. If outgoing student's exchange is accepted, the Head of Department will send a confirmatory email and place their initials on the Learning Agreement paperwork.



6. Interested IBU students must send all paperwork to the IBU International Office. The International Relations Officer of IBU will complete the forms by receiving the Vice Rector's signature.
7. After given approval by all necessary offices from Home (IBU) and Host Institutions, students are required to fill out the following forms and send to the IBU International Office:
  - Learning Agreements (only first 3 pages)
  - Transcript
8. IBU International Office will ensure all necessary confirmations and signatures, and will send all necessary forms to the International office of Host Institution.
9. If the student is accepted by the Host Institution, the Host Institution will contact the students with further instructions in terms of housing, residency permits and visas.
10. IBU International Office must contact students frequently for their feedback.
11. Students from IBU Institution are required to deliver their transcript from their Host Institution to the relevant IBU Secretary. The IBU Secretary will conduct a grade equivalency, and deliver this to the Student Affairs Office to update into the student's SIS.
12. After outgoing students return, IBU students are required to fill the evaluation form. IBU students will be required to present a report/presentation about their exchange to the student body.

\*IBU Faculty Council will select students for exchange.

\*\*In case that there are less applicants for a certain position, ask host to confirm if students from a different cycle can apply.

\*\*\* In the case of PhD students, additional confirmation from Host Institutions and IBU Faculty Council is required.



**Protocol for the Board of External Relations  
and Scientific Corporation  
for Incoming Staff Exchange Procedure**

1. Information Package containing number of positions for staff exchanges, duration of exchange, Key Data and Information Sheets on International Burch University, Housing, Residency Permits and Visas, and other required materials is published on the International Burch University website: <http://international.ibu.edu.ba/>
2. All interested staff members from Partner Home Institution are required to send a Nomination Letter with CV, Teaching/Training Program and Mobility Staff Application Form Agreement to the Host Institution (IBU).
3. After receiving the required documents, Host Institution International Officer will send all the documentation to the relevant Department and Faculty Council.\*
4. Department of Host Institution must decide and agree on all details of the exchange (dates, duration and working plan) directly with candidates, and send all information to the Host Institution International Office.
5. After incoming staff member is accepted and all exchange details are agreed, Host Institution International Office must send a letter of confirmation and all documents signed to the Home Institution. Home Institution also should confirm and sign all required documents, send a confirmatory email to the International Relations Office and place their initials on the Learning Agreement paperwork.



6. Incoming staff candidate should bring all these papers to the Host Institution (IBU), and should visit the Host Institution International Office to finalize all necessary administrations.
7. By the end of their exchange, incoming staff will receive a Certificate of Attendance from the Host Institution.
8. After the successful exchange, incoming staff members must complete an evaluation form and give a testimonial.

\*If duration of exchange is longer than 1 month, documentation must also be sent to the legal office.



**Protocol for the Board of External Relations  
and Science Committee  
for Outgoing Staff Exchange Procedure**

1. IBU International Office will publish number of available positions and all relevant information about the Partner Host Institutions for which the Home Institution staff member could apply to the official website: <http://international.ibu.edu.ba/>
2. Interested IBU staff members must first receive confirmation from their IBU Heads of Departments that they can use the opportunity of the available exchange.
3. IBU Home Institution Staff members approved by IBU Home Institution Heads of Departments are required to fill out the following forms:
  - Prepare a program for their mobility (Outgoing Mobility Form)
  - Letter on Intention
  - CV

These forms are forwarded to the appropriate IBU Office\* for permission and confirmation.

4. After confirmation from the appropriate IBU Office, outgoing staff must send all approved documentation to the IBU International Office. If the outgoing staff member is accepted, Head of Department will send a confirmatory email and place their initials on the Learning Agreement paperwork.



5. Deans of the faculties are included in the process by signing the Leave Request forms of interested staff candidates.
6. The IBU International Office will forward the documentation to the Host Institution for their agreements and confirmation.
7. International Office of the Host Institution must confirm decisions and agreements about all details of the exchange (dates, duration and working plan) directly with candidates, and send all information to the IBU International Office.
8. By the end of the mobility, outgoing staff members are required to receive a certificate of attendance from the Host Institution.
9. After completion of the exchange, outgoing staff members are required to fill in the evaluation form and write a brief report about their stay with images attached (sent in both soft and hard copy form) during and after their exchange.
10. Additionally, after completion of the exchange, all documentation prepared for application, during and after exchange, must be given to the IBU International Office for archiving.

\*According to duration of exchange, different signatures of approval are required for exchange:

- Up to 7 days: Signature of Vice Rector of the Board for External Relations and Scientific Corporation is required.
- Up to a 1 month: Signature of Rector is required.
- Longer than a month: Signature of Rector is required.

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INTERNATIONAL  
**BURCH**  
UNIVERSITY

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International Office

[international@ibu.edu.ba](mailto:international@ibu.edu.ba)

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