



Bilateral Agreement of Cooperation

between

**Berner Bildungszentrum Pflege**  
Freiburgstrasse 133  
CH-3008 Bern  
(Erasmus-Code: CH Bern 13)

and

**Sanitary Medical School of Applied Sciences „VISAN“**  
Tosin Bunar 7a  
SRB-11000 Belgrade

## 1. Purpose

This agreement concerns the international cooperation of the above mentioned institutions. An international student exchange is the main purpose.

## 2. Objective

The aims depend on the type and length of the student exchange. Detailed information can be sighted in the attachment: "Short-term".

The respective partner schools and the responsible on-the-job training institutions are responsible for instructing the exchange students.

Qualified teaching staff guide and supervise the exchange students according to their level of education.

The students are in their last year of general nursing training, or at least halfway through their education.

## 3. Educational Agreement, lines of communication and recompense

The exchange students are obliged to follow the terms of the "Learning Agreement" and the examination regulations from the training institution in their home country whilst abroad.

The receiving training institution bears overall responsibility for the exchange programme of the exchange students. Moreover, during the practical training period, the exchange students remain subordinate to their superiors at the respective on-the-job training institutions.

During their period of practical training abroad, the exchange students shall be compensated according to the regulations and the terms of the "Learning Agreement" concluded with the institution in their home country.

The exchange students are not entitled to receive remuneration from the receiving training institution for the period of practical training.

Within this agreement the provision of services between the involved parties is free of charge.

## 4. Types of exchange

Two options are available: Short term and Long term

The short-term exchange lasts two weeks. The duration of the long-term exchange is (at least) 12 weeks.

The above mentioned partner institutions will mutually provide student placements according to the details below:

Short-Term-Exchange

3 Placements in spring

3 Placements in autumn

Long-Term-Exchange

0 Placements in spring

0 Placements in autumn

There is no commitment, to send the number of students as indicated (could be none).

Details are described in the attachment (e.g. length and timing of the exchange or notification details).

#### **5. Information about the partner institutions**

The above mentioned partners provide relevant, up to date information for the exchange (e.g. about the institution, the educational system, accommodation, costs).

#### **6. Learning / Training Agreement**

The responsibility for the learning / training agreement remains with the sending institution. A copy of the learning / training agreement will be sent to the receiving institution with each student.

#### **7. Dealing with difficulties**

The contact person of the receiving institution will try to resolve the problem on site first and inform the contact person of the sending institution. If the problem cannot be resolved on site, the two contact persons of the cooperating institutions will review the situation and agree upon a course of action.

#### **8. Travel expenses, board and lodging, uniforms and permit of residence**

Travelling expenses, board and lodging are at the expense of the exchange students.

The students will be offered affordable accommodation within a reasonable distance to the placement.

Both institutions will endeavour to find accommodation, free of charge with their own students (home stay) for the two week exchange. All other costs of living will be at the expense of the exchange student.

To attain a permit of residence, the students will receive a letter of invitation from the receiving institution. This invitation may be presented to the consulate when required.

## **9. Guidance and supervision of the exchange students**

A competent contact person in the practical placement or the receiving institution (or both) will be provided for the exchange student.

The student can direct queries concerning the exchange to their contact person.

A student from the host country will be assigned to each guest student (student buddy).

During the period of clinical training the exchange students remain under the continuous guidance and supervision of qualified healthcare professionals or teaching staff.

The exchange student's clinical placement should be in accordance with their level of education. The attainment of the objectives as defined in the curriculum takes precedence over work performance.

The guest students will have the same access to facilities as the native students (e.g. internet, library).

## **10. Student appraisal**

The performance of the students will be mutually acknowledged. At the end of the exchange period the students will receive a certificate with the acquired ECTS points. Institutions which are not in the Bologna System convert the programme achievement in ECTS.

The education of the students will not be prolonged due to the exchange programme.

## **11. Absences**

The regulations of the receiving institution will apply in regard to absences. The exchange students will record any absences (e.g. illness) in writing. This will then be forwarded to the receiving institution as well as the sending institution.

## **12. Insurance coverage and staff medical services**

The sending institution will ensure that the students have a health, accident and private liability insurance.

For the duration of the clinical training period, the on-the-job training institutions include the exchange student in the employer's liability insurance coverage.

Should the need arise and if available, the students will have access to staff medical services. Otherwise suitable medical services will be arranged.

**13. Public holidays**

Leave of absence on public holidays is granted in accordance with the regulations of the respective host country.

**14. Contact between the partner institutions**

Both institutions are entitled to pay exploratory visits to the respective partner institution as deemed necessary.

Should substandard performance of the exchange student, conspicuous behaviour or uncommon incidents be observed, then the obligation exists, to inform the responsible contact person of the partner institution without delay.

**15. Notice of Termination**

In the event of a termination of the cooperation, the partner institution is requested to give eighteen months notice of termination. Upon mutual agreement it is possible to dissolve this agreement with immediate effect.

**16. Copies of the bilateral agreement**

This agreement has been made out in duplicate.

**17. Implementation of the bilateral agreement**

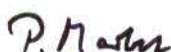
The present agreement of cooperation comes into effect on 01.01.2012

**Serbia**  
**Sanitary Medical School of Applied Sciences „VISAN“**  
Belgrade,



Mrs Tatjana Marinkovic  
Director

**Switzerland**  
**Berner Bildungszentrum Pflege**  
Bern,



Mr Peter Marbet  
Director



Mrs Petra Bourkia  
Head International Department and  
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