



Erasmus+ Programme

Key Action 1

Learning Mobility for Higher Education Students and Staff

Inter-Institutional Agreement

2024/2025-2028/2029

between EU Member States and third countries not associated to the Programme ¹

The institutions agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the [Erasmus Charter for Higher Education](#) in all aspects related to the organisation and management of the mobility, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Validity period of the agreement

Timeframe	Academic Year
Start of validity	2024/2025
End of validity	2028/2029

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about the higher education institutions

Name of the HEI (and department, where relevant)	TECHNICAL UNIVERSITY OF GABROVO (TUG) (BG GABROVO01)
Address	E10149280
Organisation ID	4 H. Dimitar Str. Gabrovo 5300 Bulgaria
Contact details Official representative (name and status, phone, E-mail)	Rector: Prof. Iliya Zhelezarov, Ph.D. E-mail: rector@tugab.bg
Officer responsible for staff training (name, phone, E-mail)	Erasmus Institutional Coordinator: Assoc. Prof. Hristo Hristov, Ph.D. E-mail: christo@tugab.bg Phone: +359 66 827 200
	Administrative Contact: Nadezhda Pangelova E-mail: n_pangelova@tugab.bg Phone: +359 66 827 559
Website	https://www.tugab.bg/en/
Name of the HEI (and department, where relevant)	University College "CEPS – Centre for Business Studies" Kiseljak (BA KISELJA01)
Erasmus code	
Organisation ID	E10074364
Address	Josipa bana Jelačića bb 71250 Kiseljak, Bosnia and Herzegovina
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	Director: Doc.dr. Mirzo Selimić E-mail: mirzo.selimic@ceps.edu.ba Erasmus Institutional Coordinator: Doc. dr Nermin Palić, Head of the International Office iro@ceps.edu.ba +38730870870
Website	https://en.ceps.edu.ba/

B. Mobility numbers² per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

1. Student mobility

Table B1								
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional))*	Number of student mobility periods		
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships
BG GABROVO 01	BA KISELJA01	031	Social and Behaviour Sciences		1 st , 2 nd	4	2 x 4,5 months for each student	2 x up to 2 months for each student
		041	Business and Administration					
		061	Information and Communication Technologies (ICTs)					
		071	Engineering and engineering trades					
		1022	Occupational Health and safety					
BA KISELJA01	BG GABROVO 01	031	Social and Behaviour Sciences		1 st	4	3 x 4,5 months for each student	2 x up to 2 months for each student
		041	Business and Administration					
		061	Information and Communication Technologies (ICTs)					
		071	Engineering and engineering trades					
		1022	Occupational Health and safety					

☒ Short-term blended mobility option for students (all study cycles).

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

2. Staff mobility

Table B2							
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code (optio nal)* [ISCE D]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
BG GABROVO01	BA KISELJA01	0031	Personal Skills and Development	3	21 days (3 x 7 days)	3	21 days (3 x 7 days)
		031	Social and Behaviour Sciences		8hrs of teaching for a mobility up to 7 days		
		041	Business and Administration				
		061	Information and Communication Technologies (ICTs)				
		071	Engineering and engineering trades				
		1022	Occupational Health and safety				
BA KISELJA01	BG GABROVO01	0031	Personal Skills and Development	3	21 days (3 x 7 days)	3	21 days (3 x 7 days)
		031	Social and Behaviour Sciences		8hrs of teaching for a mobility up to 7 days		
		041	Business and Administration				
		061	Information and Communication Technologies (ICTs)				
		071	Engineering and engineering trades				
		1022	Occupational Health and safety				

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG GABROVO01	BA KISELJA01	Bulgarian	English	B1	B2
BA KISELJAK01	BG GABROVO01	Bosnian/Croatian	English	B1	B2

C. Information

1. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG GABROVO01	erasmus@tugab.bg	https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria
BA KISELJAK01	iro@ceps.edu.ba +387 30870870	https://www.ceps.edu.ba/Medunarodna_suradnja

2. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG GABROVO01	erasmus@tugab.bg	Students from Non EU countries must arrange themselves their obligatory health and assistance insurance with coverage of 30 000 Euro for the period of their stay in Bulgaria.

³ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

		https://www.mh.government.bg/en/
BA KISELJAK01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

3. Additional information

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
BG GABROVO01	erasmus@tugab.bg	https://www.tugab.bg/en/international-cooperation/incoming-students
BA KISELJAK01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

For BG GABROVO01: the following scale is used for all types of evaluations/examinations:

GRADING SCHEME AND GRADE DISTRIBUTION GUIDANCE				
NATIONAL GRADE		↓	ECTS GRADE	
		5.75 – 6.00	A (10%)	95% – 100%
Excellent	5.50–6.00	5.00 – 5.70	B (25%)	80% – 94%
Very good	4.50–5.49	4.05 – 4.95	C (30%)	61% – 79%
Good	3.50–4.49	3.30 – 4.00	D (25%)	46% – 60%
Fair	3.00–3.49	3.00 – 3.25	E (10%)	40% – 45%
Fall	2.00	-	FX, F	0% – 40%

⁴ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

For BA KISELJAK01: the following scale is used for all types of evaluations/examinations:

Letter	Numeric Values	Points	Description
A	5	90-100	Excellent
B	4	75-89	Very good
C	3	65-74	Good
D,E	2	55-64	Satisfactory
F, FX	1	0-54	Fail

Calendar

Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
BG GABROVO01	Nomination: by 15 th May Application: by 1 st June	Nomination: by 15 th November Application: by 1 st December
BA KISELJAK01	Nomination: by 30 th July Application: by 5 th September	Nomination: by 20 th December Application: by 15 th January

A Transcript of Records/Transcript of Works for participating PhD students will be issued by the receiving institution no later than 2 weeks after the mobility period has finished at the receiving HEI.

The Sending and Host Institution jointly undertake to negotiate and agree a tailor-made Staff Mobility for Training Agreement (including the programme of the training, overall objectives, added value of the mobility, activities to be carried out, expected outcomes and impact for each staff member and the adequate supporting arrangements).

Respect of fundamental principles and other mobility requirements



The higher education institution(s) located in a **EU Member States** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: <https://erasmus-plus.ec.europa.eu/resources-and-tools/erasmus-charter-for-higher-education>

The higher education institution(s) located in a **Third Country not associated to the programme** Erasmus+ must respect the [principles and requirements of Erasmus programme+](#).

Termination of the 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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
TECHNICAL UNIVERSITY OF GABROVO BG GABROVO01	Prof. Iliya Zhelezarov, PhD <i>Rector</i>	18.12. 2024	
UNIVERSITY COLLEGE "CEPS - CENTRE FOR BUSINES STUDIES" KISELJAK BA KISELJA01	Doc.dr. Mirzo Selimić, <i>Director</i>	16.12.2024.	

⁵ Scanned signatures are accepted