

Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2023 between programme countries

The institutions named below 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, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (Institutional Coordinator and Departmental Coordinator)	Erasmus code	Contact details (email, phone ...)	Website (Home page and course catalogue)
HIGHER SCHOOL OF SECURITY AND ECONOMICS Institutional Coordinator: Nonna Blagova Erasmus+ Institutional Coordinator and Projects Coordinator	BG PLOVDIV10	13, Kuklensko Shose, Blvd. 4004 Plovdiv, Bulgaria E-mail: erasmus@vusi.bg Phone: +359 882392745	Web page: www.vusi.bg Course Catalogue: https://www.vusi.bg/en/erasmus-2/
University College “CEPS- Center for Business Studies” Kiseljak	BA KISELJA01	Josipa bana Jelačića bb 71250 Kiseljak, Bosnia and Herzegovina Nermin Palić, PhD Head of the International Office iro@ceps.edu.ba +38730870870	General: https://www.ceps.edu.ba/ Faculty/faculties: https://www.ceps.edu.ba/Studiji Course catalogue: https://ceps.edu.ba/Files/PDF/ECTS%20Katalog.pdf?1

B. Mobility numbers 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.

- We provide two faculties, totally taught in English: **Management and Global Logistics**

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
BG PLOVDIV10	BA KISELJA01	041, 0311, 1030	Economics and Business Administration National security	1 st , 2 nd , 3 rd	N/A	
BA KISELJA01	BG PLOVDIV10	041, 0311, 1030	Economics and Business Administration, National security	1 st	5 students x 5 months [= 25 total]	

Staff Mobility for Teaching/ Training

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
BG PLOVDIV10	BA KISELJA01	041, 0311, 1030	Economics and Business Administration National security	4 teachers, Min 5 days (8 hours per week)	4 trainees, Min 5 days
BA KISELJA01	BG PLOVDIV10	041, 0311, 1030	Economics and Business Administration National security	4 teachers, Min 5 days (8 hours per week)	4 trainees, Min 5 days

C. Recommended language skills

The sending institution is responsible for providing support to its nominated candidates so that they can have the language skills recommended by the receiving institution:

Receiving institution [Erasmus code]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching/ Training [Minimum recommended level: B2]
BG PLOVDIV10	041, 0311	English	English	English B2	English B2
BA KISELJA01	041, 0311	English	English	English B2	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution: UBA - https://en.wsaib.pl/index.php?option=com_content&view=article&id=2787&Itemid=719&lang=en

D. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
BG PLOVDIV10	Academic requirements CV Transcript of records Other	- Number of ECTS credits completed - Subject area code - ISCED - EQF level	https://www.vusi.bg/en/erasmus-2/
BA KISELJA01	Academic requirements CV Transcript of records Other	- Number of ECTS credits completed - Subject area code - ISCED - EQF level	https://www.ceps.edu.ba/Medunarodna_suradnja

¹ 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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term APPLICATION DEADLINE	Spring term APPLICATION DEADLINE
BG PLOVDIV10	30 June	30 th November
BA KISELJA01	Duration of semester: from October to February Nomination: September 15 th Registration of arrival: October 1 st	Duration of semester: from March to June Nomination: January 30 th Registration of arrival: February 15 th

Partner institutions should send nominations by e-mail to: erasmus@vusi.bg

Partner institutions should send nominations by e-mail to: erasmus@vsbm.sk

2. The receiving institution will send its decision within 3 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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 31 October 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."]

BA KISELJAK

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Medunarodna_suradnja

F. Information

1. 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' guide. 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.]

Receiving institution [Erasmus code]	ECTS Link
BG PLOVDIV10	https://www.vusi.bg/en/erasmus-2/
BA KISELJA01	https://www.ceps.edu.ba/Akti

Grading systems of the institutions

BG PLOVDIV10

Grade		6	5	4	3	2	Pass
ECTS	Grade	A	B	C	D	F	Participation; i.e. the student has successfully and regularly attended the course.
	Predicate	Excellent	Very Good	Good	Sufficient	Poor	

ECTS credits:

1 full academic year	=	60 credits
1 semester	=	30 credits

BA KISELJA01

<https://www.ceps.edu.ba/Files/Akti/3.%20Statut%20CEPS.pdf>

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

ECTS credits:

1 full academic year	=	60 credits
1 semester	=	30 credits

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound 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 PLOVDIV10	Erasmus+ Office 13, Kuklensko Shose, Blvd. 4004 Plovdiv, Bulgari E-mail: erasmus@vusi.bg Phone: +359 882392745	http://www.vusi.bg
BA KISELJA01	iro@ceps.edu.ba +38730870870	Ministry of Foreign Affairs: http://www.mvp.gov.ba/konzularne_informacije/vize/default.aspx https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound 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 PLOVDIV10	Erasmus+ Office 13, Kuklensko Shose, Blvd. 4004 Plovdiv, Bulgari E-mail: erasmus@vusi.bg	http://www.vusi.bg
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf


4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG PLOVDIV10	Erasmus+ Office 13, Kuklensko Shose, Blvd. 4004 Plovdiv, Bulgari E-mail: erasmus@vusi.bg	https://www.vusi.bg/en/erasmus-2/
BA KISELJA01	iro@ceps.edu.ba +38730870870	https://www.ceps.edu.ba/Files/PDF/27112020/CEPS%20Fact%20Sheet%20-%20BH.pdf We don't have a student's dorm, but contacting us on our e-mail we can provide you with information about the local accommodations.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature (scanned signatures are accepted)
BG PLOVDIV10	Prof. Georgi Manolov, DPS President	25.07.2024	
BA KISELJA01	Doc. dr. Mirzo Selimić, Director	25.1.2024.	