



## Erasmus+ Programme

### Key Action 1

#### - Mobility for learners and staff -

#### Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>

#### between programme countries

#### [Minimum requirements]<sup>3</sup>

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 (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
TECHNICAL UNIVERSITY – SOFIA, 8 Kl. Ohridski Blvd. 1000 Sofia	BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:oignatova@tu-sofia.bg">oignatova@tu-sofia.bg</a> Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> Tel. +359(02) 9652655	<a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a> ;  <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>
UNIVERSIDADE DE VIGO	E VIGO01	Institutional Coordinator: Amelia Rodríguez Piña, Manager of the International Office E-mail: <a href="mailto:ori@uvigo.es">ori@uvigo.es</a> Phone: +34 986 813 550	<a href="http://www.uvigo.es">www.uvigo.es</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement


<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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.]

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
[total number of months of the study periods or average duration*]						
BG SOFIA16	E VIGO01	06.0/52/54 	Engineering & Technology/ Manufacturi ng and Processing)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students/ 10 months	
E VIGO01	BG SOFIA16	06.0/52/54	Engineering & Technology/ Manufacturi ng and Processing)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students/ 10 months	

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject area code *	Subject area name *	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
BG SOFIA16	E VIGO01	06.0/52.0	Engineering & Technology	1 teacher /1 week 8 hours each	1 member /1 week
E VIGO01	BG SOFIA16	52.0	Engineering & Technology	1 teacher /1 week 8 hours each	1 member /1 week

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

--	--	--	--	--	--

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG SOFIA16		EN, DE, FR  /choose the relevant term/		B1 or higher	B2
E VIGO01		Spanish	English	B1	B1

**Remarks:** Based on the learning agreement (courses chosen) students need to hand in an official document from the HEI or respective institution, stating the required language level in EN/DE/FR Language (Please select the relevant term!). For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Additional requirements

**1/ Incoming Exchange Students are required to agree on the duration and kind of studies (study courses or project work) with the faculty (agreement coordinator) prior arrival at TU – Sofia.**

**2/ TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.**

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

<sup>6</sup> 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>

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG SOFIA16	TU – Sofia needs to receive the signed & complete application package by <ul style="list-style-type: none"> <li>▪ 1 May (students who need a visa)</li> <li>▪ 15 June (students who do not need a visa)</li> </ul>	TU – Sofia needs to receive the signed & complete application package by <ul style="list-style-type: none"> <li>▪ 1 October (students who need a visa)</li> <li>▪ 15 November (students who do not need a visa)</li> </ul>
E VIGO01	May 31 <sup>st</sup>	October 15 <sup>th</sup>

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [5] weeks.
3. **A Transcript of Records will be issued by TU faculties no later than [5] weeks after the assessment period has finished, but not later than 30 September 20XX of the Erasmus academic year (in effect as of 1 September 20XX -1. ). Every student must pick up the transcript him/herself! The TU Sofia will NOT automatically send your transcript to yourhome university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.**

***[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]***

4. Termination of the agreement

**In case that one partner decides to terminate the agreement, all partners need to be notified by 1 September 20XX at the latest. The decision will take effect as of 1 September 20XX+1. 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 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."]*

## F. Information



# 1. Grading systems of the institutions

TU of Sofia: [http://www.tu-sofia.bg/ Erasmus/index.html](http://www.tu-sofia.bg/Erasmus/index.html)

ECTS grade	points	mark	Bulgarian-in words	English-in words
A	100-90	6.0	ОТЛИЧЕН	EXCELLENT Outstanding performance
B	89-80	5.0	МНОГО ДОБЪР	VERY GOOD Above the average standard but with some errors
C	79-70	4.0	ДОБЪР	GOOD Generally sound work with a number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3	ДОСТАТЪЧЕН	SUFFICIENT Performance meets the minimum criteria
F	49-0	2	СЛАБ /НЕДОСТАТЪЧЕН /	FAILED Substantial improvement necessary; requirement of further work

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. 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.]*

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## **E VIGO01:**

Each Faculty or University College prepares the examination calendar at the beginning of the academic year. Dates are made public on notice boards at each Centre. Each subject lecturer is responsible for carrying out examinations on the established date. Examinations can be written in Galician or Spanish, except for those in foreign languages and literatures.

Marks are given following a 0-10 scale as follows:

Matricula de honor (10)	A +	EXCELENTE- outstanding performance with only minor errors: Just in very exceptional cases
Sobresaliente (9 - 9.9)	A	VERY GOOD -above the average standard but with some errors
Notable (7 - 8.9)	B	GOOD -generally sound work with a number of notable errors
Aprobado (5 - 6.9)	C/D	SATISFACTORY/ SUFFICIENT- performance meets the minimum criteria. Average performance
Suspenso (less than five)	E, FX, F	FAILED

## **2. Visa**

### **[F.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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
BG SOFIA1 6	International integration Dept.  Mrs. O. Ignatova ,  E mail: oignatova@tu-sofia.bg  Mrs. D. Margenova:  E mail: margenova@tu-sofia.bg	<a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a>  <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>
E VIGO01	E-mail: ori1@uvigo.es	<a href="http://www.uvigo.es/uvigo_en/administracion/ori/estraneiros/guia/visados_permiso_residencia.html">http://www.uvigo.es/uvigo_en/administracion/ori/estraneiros/guia/visados_permiso_residencia.html</a>

### 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 SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:ognatova@tu-sofia.bg">ognatova@tu-sofia.bg</a> Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> Tel. +359(02) 9652655	<a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a>  <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>
E VIGO01	E-mail: <a href="mailto:ori1@uvigo.es">ori1@uvigo.es</a>	<a href="http://www.uvigo.es/uvigo_en/administracion/ori/estranxeiros/guia/cobertura_sanitaria.html">http://www.uvigo.es/uvigo_en/administracion/ori/estranxeiros/guia/cobertura_sanitaria.html</a>

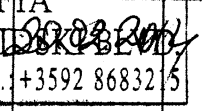

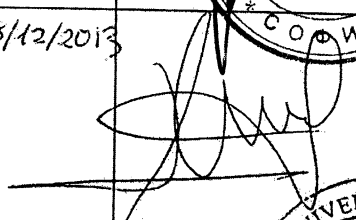
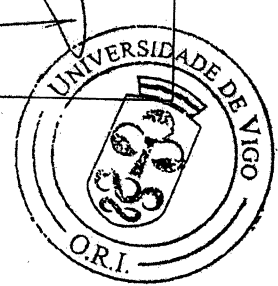
### 4. Housing

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 SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: <a href="mailto:ognatova@tu-sofia.bg">ognatova@tu-sofia.bg</a> Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> Tel. +359(02) 9652655	<a href="http://www.tu-sofia.bg/Erasmus/index.bg">http://www.tu-sofia.bg/Erasmus/index.bg</a>  <a href="http://www.tu-sofia.bg/eng_new">http://www.tu-sofia.bg/eng_new</a>
E VIGO01	E-mail: <a href="mailto:ori1@uvigo.es">ori1@uvigo.es</a>	<a href="http://uvigo.es/accommodation">http://uvigo.es/accommodation</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
BG SOFIA16	VICE RECTOR: 1000 SOFIA 8. KLIMENT OHRIDSKI PROF. DR. - ENG Tel.: +3592 8673073 Fax.: +3592 8683215 VALENTIN ADENOV	20/03/2013	 
E VIGO01	Manuel Fernández Iglesias  Vicerrector de Extensión Universitaria y Relaciones Internacionales.	18/12/2013	 

<sup>8</sup> Scanned signatures are accepted