



P-13
MOP - P. Rodrigues

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira, Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8; ----- Subject Area Contact: Prof. Jorge Joaquim Pamies Teixeira Email: jpt@fct.unl.pt Tel.: + 351 21 294 85 67 -----	www.unl.pt

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		Administrative contact: SAE-AM Email: div.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
TECHNICAL UNIVERSITY – SOFIA, 8 Kl. Ohridski Blvd. 1000 Sofia Prof. Dr. Eng. Valeri Mladenov, Vice Rector Institutional Erasmus coordinator Faculty of Machine Technology	BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova, E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova, Erasmus exchange coordinator: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655, 8 Kl. Ohridski Blvd., 1000 Sofia/Bulgaria Faculty (agreement coordinator): Assoc. Prof. T. Todorov, Ph.D., Faculty of Machine Technology, Tel. + 359(02) 9652794, Fax + 359(02) 865571	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
[...]			

B. Mobility numbers⁵ 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.]

Student mobility:

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 *
P LISBOA03	BG SOFIA16	54 (072)	Manufacturing and	1 st , 2 nd , 3 rd	2*6 (each) (1 & 3)	TBD

⁵ 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>)

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			processing			
BG SOFIA16	P LISBOA03	54 (072)	Manufacturing and processing	1 st , 2 nd , 3 rd	2*6 (each)	TBD
P LISBOA03	BG SOFIA16	071 (52)	Engineering and Engineering Trades	1 st , 2 nd , 3 rd	2*6 (each)	TBD
BG SOFIA16	P LISBOA03	071 (52)	Engineering and Engineering Trades	1 st , 2 nd , 3 rd	2*6 (each)	TBD

*[*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.]*

Staff mobility:

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 *
P LISBOA03	BG SOFIA16	54 (072)	Manufacturing and processing	8h Jorge Pamies Teixeira	---
BG SOFIA16	P LISBOA03	54 (072)	Manufacturing and processing	8h Todor Todorov	---
P LISBOA03	BG SOFIA16	071 (52)	Engineering and Engineering Trades	8h*TBD	2* TBD
BG SOFIA16	P LISBOA03	<u>071</u> (52)	Engineering and Engineering Trades	8h*TBD	2*TBD

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P LISBOA03	As above	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
BG SOFIA16	As above	English (for 2 nd and 3 rd cycles)	English (for 2 nd and 3 rd cycles)	B1	B2

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

[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]

[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]
P LISBOA03	31 May	31 October

⁶ 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>

BG SOFIA16	TU – Sofia needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 May (students who need a visa) 15 June (students who do not need a visa) 	TU – Sofia needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 October (students who need a visa) ▪ 15 November (students who do not need a visa)
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[* to be adapted in case of a trimester system]

- The receiving institution will send its decision within [4] weeks (minimum).
- 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

[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."]

TU – Sofia, BG SOFIA16:

- 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 your home 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.**

F. Information

1. Grading systems of the institutions

At **P LISBOA03**

Please click:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

TU of Sofia: <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

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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
BG SOFIA16	International integration Dept. Mrs. O. Ignatova	http://www.mfa.bg/setlang/en/ http://www.tu-sofia.bg/Erasmus/index.bg

	E mail: oignatova@tu-sofia.bg Mrs. D. Margenova: E mail: margenova@tu-sofia.bg	http://www.tu-sofia.bg/eng_new
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3. Insurance

At P LISBOA03

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad
- Insurance Health for visitors outside European Union;

At BG SOFIA16

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	
BG SOFIA16	International integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Mrs. D. Margenova: E mail: margenova@tu-sofia.bg	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new

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
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
BG SOFIA16	International integration Dept. Mrs. O. Ignatova , E mail: ognatova@tu-sofia.bg Mrs. D. Margenova: E mail: margenova@tu-sofia.bg	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Institutional Coordinator, Prof. José Esteves Pereira	07 APR. 2014	<i>[Signature]</i>
BG SOFIA16	VICE RECTOR: PROF. DR. - ENG. GEORGY MIHOV	TECHNICAL UNIVERSITY 1000 SOFIA 8, KLIMENT OHRIDSKI BLVD. Tel -3592 86220**3 Fax +3592 8683215	<i>[Signature]</i>



⁷ Scanned signatures are accepted