



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2015/2016-2020/2021<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 OF SOFIA  8, Kliment Ohridski Blvd., 1000 Sofia, Bulgaria          Faculty of Industrial Engineering And	<b>BG SOFIA16</b>	<b>Institutional Erasmus Coordinator:</b> Int. Integration Department Prof. Dr. - Eng. Valeri Mladenov, Vice- Rector Tel : (+359 2) 965 2131; fax: (+359 2) 8682131; e-mail: <a href="mailto:valerim@tu-sofia.bg">valerim@tu-sofia.bg</a> ----- Mrs. D. Margenova e-mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436 Mrs. V. Dobрева e-mail: <a href="mailto:vdobreva@tu-sofia.bg">vdobreva@tu-sofia.bg</a> tel. +359(02)9652655 ----- <b>Departmental Coordinator</b> Assoc. Prof. Anna Dimitrova FIT, Laboratory of Tribology e-mail: <a href="mailto:a_dimitrova@tu-sofia.bg">a_dimitrova@tu-sofia.bg</a> tel. +359(02)965 2706	<a href="http://www.tu-sofia.bg">http://www.tu-sofia.bg</a>  <a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</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.



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 SOFIA16	P LISBOA03	052	Environment	2 teachers/ 1 week 8 hours each	1 member / 1 week
P LISBOA03	BG SOFIA16	052	Environment	2 teachers/ 1 week 8 hours each	1 member / 1 week

### 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	052	English	English	B1  (no certification required)	B2  (no certification required)
P LISBOA03	052	Portuguese  (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1  (no certification required)	B2  (no certification required)

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<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>

## D. Additional requirements

In case you need more detailed information please contact the International Exchange Office. Students:

Teachers:

## 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>• <b>1 May</b> (students who need visa)</li><li><b>15 June</b> (students who don't need visa)</li></ul>	TU-Sofia needs to receive the signed & complete application package by: <ul style="list-style-type: none"><li>• <b>1 October</b> (students who need visa)</li><li><b>15 November</b> (students who don't need visa)</li></ul>
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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  
The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.  
"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>

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

**P LISBOA03** - Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

## **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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
BG SOFIA16	Int. Integration Department Mrs. D. Margenova e-mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436	<a href="http://www.tu-sofia.bg/university/317">http://www.tu-sofia.bg/university/317</a>  <a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</a>  <a href="http://mfa.bg/setlang/en/">http://mfa.bg/setlang/en/</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</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.

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](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.

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 Department Mrs. D. Margenova e-mial: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436	<a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</a> <a href="http://tu-sofia.bg/">http://tu-sofia.bg/</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	

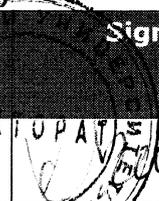
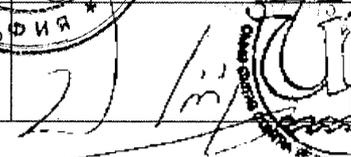
#### 4. Housing

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 Department Mrs. D. Margenova e-mial: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436	<a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</a> <a href="http://tu-sofia.bg/">http://tu-sofia.bg/</a>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
BG SOFIA16	Vice Rector: Prof. Dr. Eng. Valeri Mladenov		
P LISBOA03	Institutional Coordinator: Prof. João Sà Água	19-02-2016	

<sup>7</sup> Scanned signatures are accepted