Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021[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)
SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI	**BG SOFIA 06**	**Institutional Coordinator:** Prof. Ivan Ilchev, Rector 15, Tzar Osvovoditel, 15, 1504 Sofia, Bulgaria E-mail: intern@admin.uni-sofia.bg Tel:+359 2 93 08 416; +359 2 986 01 15 **Administrative Contact:** Vessa Draganova Responsible person for Agreement and Students' Mobility E-mail: itg@admin.uni-sofia.bg Tel:+359 2 93 08 220; Fax:+359 2 986 01 15	https://www.uni-sofia.bg/index.php/eng **Practical Guide:** https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings

[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.

Faculty of Classical and Modern Philology		**Faculty Coordinator:** Assoc. Prof. Galina Russeva-Sokolova: sokol@techno-link.com,	**List of course:** https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
University of Algarve	**P FARO02**	**Sofia Nunes**, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

B. Mobility numbers 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, 1st, 2nd or 3rd]	**Total Numbers of students/ Total number of Months**	
					Student Mobility for Studies	Student Mobility for Traineeships
BG SOFIA06	P FARO 02	222	General and Compar.Literature	**1st, 2nd, 3rd**	2 x 5 = 10 months	
P FARO 02	BG SOFIA06	222	General and Compar.Literature	**1st, 2nd, 3rd**	2 x 5 = 10 months	

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 SOFIA06	P FARO 02	222	General and Compar.Literature	1 x 7 days	
P FARO 02	BG SOFIA06	222	General and Compar.Literature	1 x 7 days	

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	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
BG SOFIA06		Bulgarian	English	B1/B2	B2
P FARO 02		Portuguese	English	B1 English	B2 English

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

BG SOFIA 06:

- Nominations

Student nominations should be sent (e-mail) by the Partner University to Ms. Vessa Draganova itg@admin.uni-sofia.bg, responsible for incoming /& outgoing/ students, before 30th June (winter semester) and 30th November (summer semester)

- Application procedure

All the nominated students should send the required documents (application form, accommodation form and learning agreement) to Ms. Vessa Draganova itg@admin.uni-sofia.bg/ before the deadlines.

Detailed information for the Erasmus Incoming Students:
Practical Guide:
https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings

STAFF

- Academic teachers interested in a teaching visit at Sofia University contact the Erasmus Coordinator at the Faculty which holds the appropriate Erasmus bilateral agreement.

- Non-academic staff members who are interested in spending one week training at Sofia University under the Erasmus programme should at first contact the International Office of Sofia University /protocol_su@admin.uni-sofia.bg/, who will then forward the query to the appropriate department of the University.

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 SOFIA06	**June 30**	**November 30**
P FARO 02	31st May	31st October

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

2. The **P FARO02** will send its decision within 6/8 weeks.
3. A Transcript of Records will be issued by **P FARO02** 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

   [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

P FARO 02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors

B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	FAIL - considerable further work is required

BG SOFIA 06:

The academic year at Sofia University St. Kliment Ohridski is divided into two terms (winter semester and summer semester), with 30 ECTS credit for each semester.

Courses are graded in numbers from 2 to 6. These grades are equivalent in ECTS grade and level as follows: **6 – Excellent, 5 – Very good, 4 – Good, 3 – Satisfactory, 2 - Unsatisfactory (Fail).**

(1) Course unit code:

Refer to the ECTS information package

(2) Duration of course unit

Y = 1 full academic year
1S = 1 semester
1T = 1 term/trimester
2S = 2 semesters
2T = 2 terms/trimesters

(3) Description of the institutional grading system:

6 = Excellent - outstanding performance
5 = Very good - above the average standard but with some errors
4 = Good - generally sound work with notable errors
3 = Satisfactory - fair but with significant shortcomings
2 = Fail - considerable further work is required

(4) ECTS grading scale:

A = Excellent - outstanding performance with only minor errors
B = Very good - above the average standard but with some errors
C = Good - generally sound work with a number of notable errors
D = Satisfactory - fair but with significant shortcomings
E = Sufficient - performance meets the minimum criteria
FX = Fail - some more work required before the credit can be awarded
F = Fail - considerable further work is required

(5) ECTS credits:

1 full academic year = 60 credits
1 semester = 30 credits
1 term/trimester = 20 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 SOFIA 06	Vessa Draganova, e-mail: itg@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
P FARO 02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/coming-0

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 SOFIA06		https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
P FARO 02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/insurance-0

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 SOFIA06	Vessa Draganova, e-mail: itg@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings Accommodation Form has to be filled and sent to the IRD:
P FARO 02	mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
BG SOFIA06	Prof. Ivan Ilchev, Rector and Institutional Coordinator	17.02.2014	SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI Lifelong Learning Programme
P FARO 02	Prof. Doutor Tomasz Boski, Vice-rector	19/02/2014	UNIVERSIDADE DO ALGARVE REITORIA

[5] Scanned signatures are accepted