



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)
Faculty of information studies	SI NOVO-ME05	ERASMUS+ coordinator: Prof.dr. Borut Rončević PhD, erasmus@fis.unm.si , Tel: 00386 737 37 884	http://www.fis.unm.si/media/dokumenti/2016/erasmus_course_catalogue001.pdf
TECHNICAL UNIVERSITY – SOFIA, 8 Kl. Ohridski Blvd. 1000 Sofia	BG SOFIA 16	Int.integration Dept. Mrs.O. Ignatova , E-mail: ognatova@tu-sofia.bg Tel. +359(02)	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new

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.

Prof. Dr. Eng. Tasho Tashev, University Erasmus coordinator EUC: 66389 PIC : 999868532 Faculty of TELECOMMUNICATIONS		9653436; Mrs.D. Margenova, Erasmus exchange coordinator margenova@tu-sofia.bg Tel. +359(02) 9652655, Address: 8 Kl. Ohridski Blvd., 1000 Sofia/Bulgaria Faculty (agreement coordinator): Associate professor GALIA MARINOVA Tel.: +359(02) 9653188, E-mail:gim@tu-sofia.bg	
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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.]

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 *
SI NOVO-ME05	BG SOFIA 16	061 0714	ICT- inter- disciplinary programmes	1st, 2 nd , 3rd	1x6 months	1x6 months
BG SOFIA 16	SI NOVO-ME05	061 0714	ICT- inter- disciplinary programmes Computer- aided design	1st, 2nd, 3rd	1x6 months	1x6 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.]*

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>)

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 *
SI NOVO-ME05	BG SOFIA 16	061 0714	Information and communication technologies	1 person (7days, min 8 teaching hours)	1 person (5 days)
BG SOFIA 16	SI NOVO-ME05	060714	Information and communication technologies	1 person (7days, min 8 teaching hours)	1 person (5 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI NOVO-ME05		Slovenian	English	B2	B2
BG SOFIA 16		Bulgarian	English	B1 or higher	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.]

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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI NOVO-ME05	10 th May	10th November
BG SOFIA 16	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)

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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

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
SI NOVO-ME05	erasmus@fis.unm.si	Ministry of foreign Affairs: http://www.mzz.gov.si/en/travel_and_visa_information/visa_information/
BG SOFIA 16	BG SOFIA16	International integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg

		Mrs. D. Margenova: E mail: margenova@tu-sofia.bg
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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
SI NOVO-ME05	erasmus@fis.unm.si coris@coris.si	http://www.coris.si/si/860/Zavarovanja_za_tujce.aspx
BG SOFIA 16	BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655



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
SI NOVO-ME05	erasmus@fis.unm.si situla@situla.si dsd-nm@guest.arnes.si ; natasa.kokol@guest.arnes.si	http://www.unm.si/si/novo-mesto/studentski-utrip/nastanitve/ http://www.situla.si http://www.dijaskidom.org/20_studentski.html
BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655	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 ⁸
SI NOVO-ME05	prof. dr. Nadja Damij, dean	31.8.16	
BG SOFIA16	UNIVERSITY ERASMUS COORDINATOR: PROF. DR. - ENG. T. TASHEV	03.08.16	



⁸ Scanned signatures are accepted