**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1   
Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme [[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organisation and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |  |
| --- | --- | --- |
| Timeframe | Academic Year\* | Call Year\* |
| Start of validity | [2021/2022] | [2021] |
| End of validity | [2027/2028] | [2027] |

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Websites**  **( General/Faculties/ Course catalogue)** |
| **Technical University - Sofia**  8 Kl. Ohridski Blvd., 1000 Sofia | **BG SOFIA16** | **University Erasmus coordinator**  **Prof. Tasho Tashev, PhD**  8, Kliment Ohridski, Blvd.1000 Sofia, Bulgaria  Tel: + 359 2 965 2324  Email: [t\_tashev@tu-sofia.bg](mailto:t_tashev@tu-sofia.bg)  **Faculty (agreement) coordinator:** ….............  E-mail: […………………………..](mailto:ang@tu-sofia.bg).  Tel: ………………………………….  **Administrative contact:**  Mrs. V. Dobreva, International integration Department,  E-mail: [vdobreva@tu-sofia.bg](mailto:vdobreva@tu-sofia.bg)  Tel.: +359 2 965 2655 | <https://tu-sofia.bg/>  <https://tu-sofia.bg/university/317> |
| XXXXXX | XXXXXX | XXXXXX | XXXXXX |

**B. Mobility numbers[[3]](#footnote-3) per academic year**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code (optional)\** [ISCED]** | ***Subject area name (optional)\**** | ***Field of education –Clarification (optional)*** | ***Study cycle [short cycle, 1st , 2nd or 3rd] (optional)\**** | **Number of student mobility periods** | | | |
| Student Mobility for Studies  *[total number of students****]*** | Student mobility for Studies  *[total number of months]* | *Student Mobility for Traineeships*  *(optional) \**  *[total number of students****]*** | *Student Mobility for Traineeships*  *(optional) \**  *[total number of months]* |
| **BG SOFIA16** | XXXXXX | XX | XX |  | 1st, 2nd, 3rd | 4 | 20 | 2 | 12 |
| XXXXXX | **BG SOFIA16** | XX | XX |  | XXXXXX | XXX | XXXXXX | XXXXXX | XXXXXX |

**X Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code (optional)\** [ISCED]** | ***Subject area name (optional)\**** | **Number of staff mobility periods** | | | |
| Staff Mobility for Teaching  *[total number of staff]* | Staff Mobility for Teaching  *[total number of days ]* | *Staff Mobility for Training (optional)\* [total number of staff]* | *Staff Mobility for Training (optional)\**  *[total number of days]* |
| **BG SOFIA16** | XXXXXX | XXXXXX | XXXXX | 2 | 10 | 2 | 10 |
| XXXXXX | **BG SOFIA16** | XXXXXX | XXXXXX | XXXXXX | XXXXXX | XXXXXX | XXXXXX |

**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[[4]](#footnote-4)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| **BG SOFIA16** | As above | Bulgarian | English | B1 or higher | B2 or higher |
| XXXXXX | As above | XXXXXX | XXXXXX | XXXXXX | XXXXXX |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| **BG SOFIA16** | **30 May** | **30 October** |
| XXXXXX | XXXXXX | XXXXXX |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| **BG SOFIA16** | **30 June** | **30 November** |
| XXXXXX | XXXXXX | XXXXXX |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| **BG SOFIA16** | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Requirement** | **Details** | **Website for information (if applicable)** |
| **BG SOFIA16** | Academic requirements  CV  Motivation letter  Other | Number of ECTS credits completed:  One academic year corresponds to 60 ECTS credits, one semester to 30 credits.  The preparation of thesis Bachelor degree is evaluated with 10 credits and of Master degree – with 15 credits. | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX | XXXXXX |

The receiving institution will send its decision within 5 weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available infrastructure adjusted for people with:** | **Description of infrastructure (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| **BG SOFIA16** | - Reduced mobility  - Hearing impairments  - Visual impairments  - … | •Students or staff with disabilities are requested to inform of their needs and support needed at application stage, in order to guarantee that their needs and requirements can be addressed and the right support assured prior to their arrival. TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.  •Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty with copy sent to the Incoming Student Mobility Office [d\_yosifova@tu-sofia.bg](mailto:d_yosifova@tu-sofia.bg) of the Technical University of Sofia.  •In case of additional requirements in regard to academic, organisational or other aspects (e. g. students with special needs) please contact the Student Mobility Office [d\_yosifova@tu-sofia.bg](mailto:d_yosifova@tu-sofia.bg)  •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. | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX | XXXXXX | XXXXXX |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available support services for people with:** | **Description of support services (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| **BG SOFIA16** | - Reduced mobility  - Hearing impairments  - Visual impairments  - … |  | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX | XXXXXX | XXXXXX |

**F. Information**

**1. 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** | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 SOFIA16** | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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** | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX | XXXXXX | XXXXXX |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Information on recognition process / other useful information:** | **Contact details**  **(email, phone)** | **Website for information** |
| **BG SOFIA16** | ECTS and Grading System | [k.ivanova@tu-sofia.bg](mailto:k.ivanova@tu-sofia.bg)  + 359 2 965 3434 | <https://www.tu-sofia.bg/erasmus/erasmus> |
| XXXXXX |  | XXXXXX | XXXXXX |

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.

**Termination of the agreement**

*This agreement can be terminated at any time by mutual consent. 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."]*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| **BG SOFIA16** | **University Erasmus Coordinator:**  **Prof. Tasho Tashev** |  |  |
| XXXXXX | XXXXXX |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
4. 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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)