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

Inter-institutional¹ 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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details ⁴ (email, phone)</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI</td>
<td>BG SOFIA06</td>
<td>International Relations Department Fax: (+ 359 2) 946 01 15; (+359 2) 986 15 97 Tel: (+ 359 2) 9308 416 Email: <a href="mailto:intern@admin.uni-sofia.bg">intern@admin.uni-sofia.bg</a></td>
<td><a href="https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings/contacts">https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings/contacts</a></td>
</tr>
<tr>
<td>UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia</td>
<td>P LISBOA03</td>
<td>Institutional Coordinator: Prof. José Esteves Pereira Email: <a href="mailto:erasmus@uri.pt">erasmus@uri.pt</a> Tel.: +351 21 384 52 07/8 Subject Area Contact: 0533 Prof. Paulo Legoinha Email: <a href="mailto:pail@fct.unl.pt">pail@fct.unl.pt</a> 0714 Prof. Ricardo Luis Rosa</td>
<td><a href="http://www.uni.pt">www.uni.pt</a></td>
</tr>
</tbody>
</table>

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.
B. Mobility numbers\(^5\) per 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle [short cycle, 1(^{st}), 2(^{nd}), 3(^{rd}) or 3(^{rd})]</th>
<th>Number of student mobility periods</th>
<th>Total number of months per academic year</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>P LISBOA03</td>
<td>0532</td>
<td>Earth Science</td>
<td>2(^{nd})</td>
<td>1 * 6</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>061</td>
<td>Information and Communication Technologies (ICTs)</td>
<td>2(^{nd}), 3(^{rd})</td>
<td>4*6 (each)</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>031</td>
<td>Social and behavioural Sciences</td>
<td>2(^{nd}), 3(^{rd})</td>
<td>2*10 (each)</td>
<td></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>BG SOFIA06</td>
<td>0532</td>
<td>Earth Science</td>
<td>2(^{nd})</td>
<td>1 * 6</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0713</td>
<td>Electricity and Energy</td>
<td>2(^{nd}), 3(^{rd})</td>
<td>4*6 (each)</td>
<td>TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>031</td>
<td>Social and behavioural Sciences</td>
<td>2(^{nd}), 3(^{rd})</td>
<td>2*10 (each)</td>
<td></td>
</tr>
</tbody>
</table>

\(^f\)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)
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name *</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>P LISBOA03</td>
<td>4434</td>
<td>Geology</td>
<td>TBD * 8h</td>
</tr>
<tr>
<td></td>
<td></td>
<td>061</td>
<td>Information and Communication Technologies (ICTs)</td>
<td>8h*2 TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>031</td>
<td>Social and behavioural Sciences</td>
<td>TBD</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>BG SOFIA06</td>
<td>4434</td>
<td>Geology</td>
<td>TBD * 8h</td>
</tr>
<tr>
<td></td>
<td></td>
<td>0713</td>
<td>Electricity and Energy</td>
<td>8h*2 TBD</td>
</tr>
<tr>
<td></td>
<td></td>
<td>031</td>
<td>Social and behavioural Sciences</td>
<td>TBD</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td></td>
<td>English</td>
<td>B1</td>
<td>English B1</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>B1</td>
</tr>
</tbody>
</table>

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
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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>End of June</td>
<td>End of November</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>May 31st</td>
<td>October 31st</td>
</tr>
</tbody>
</table>

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

2. Sofia University will send its decision within 6 weeks after nomination.

The partner institution will send its decision within will send its decision within 6 weeks.

3. Sofia University: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI.

Partner institution: A Transcript of Records will be issued 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. Nature and termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or e-mail signed by the institutional coordinator of the Socrates programme or the head of international relations. Prolongation may be done in the same way. Termination of the agreement: At least one year advance notice before the start of the following academic year is necessary for unilateral termination of the agreement. The start of the academic year is agreed upon to be Oct 1st. A termination by mutual consent is possible until Dec. 31st for the following academic year. In cases, all students and staff who have already been admitted to bilateral exchange projects will be allowed to finish their projects as foreseen.

Nature of the agreement: The above parties agree to cooperate in the activities shown. This is intended to be an agreement of cooperation and exchange where both parties agree to make use of the ERASMUS programme wherever applicable in order to facilitate the co-operation. Both parties undertake to abide by the bilaterally
agreed terms of this co-operation agreement and ERASMUS rules and EUC standards where applicable. Exchanges without making use of Erasmus are possible. Both parties agree to provide all information necessary in order to facilitate the mobility of students and staff. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Simple exchange students are exempt from tuition fees at the host institution on a mutual basis and are entitled to rights and privileges compatible with the treatment foreseen for Erasmus students.

Disclaimer: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Academic Calendar

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term [from - to]</th>
<th>Spring term [from - to]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>September - January</td>
<td>February – June March - July</td>
</tr>
<tr>
<td>BG SOFIA06</td>
<td>Beginning of October - February</td>
<td>February – Mid of July</td>
</tr>
</tbody>
</table>

F. Information

1. Grading systems of the institutions

Partner Institution:

Information available at:

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

Sofia University St. Klement Ohridksi

(1) Course unit code:
Refer to the ECTS information package

(2) Duration of course unit

\[ Y = 1 \text{ full academic year} \quad 2S = 2 \text{ semesters} \]
\[ 1S = 1 \text{ semester} \quad 2T = 2 \text{ terms/trimesters} \]
\[ 1T = 1 \text{ term/trimester} \]

(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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>Sofia University St. Kliment Orhideki</td>
<td><a href="https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings">https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings</a></td>
</tr>
</tbody>
</table>
| P LISBOA03                | Email: div.a.ae.mobilidade@fct.unl.pt  

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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>International Relations Department&lt;br&gt;Tel: (+ 359 2) 9308 220; 9308 416&lt;br&gt;E-mail: <a href="mailto:intern@admin.uni-sofia.bg">intern@admin.uni-sofia.bg</a></td>
<td><a href="https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings">link</a></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a>&lt;br&gt;Tel.: + 351 21 294 78 20/7</td>
<td></td>
</tr>
</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>Sofia University St. Kliment Ohridski&lt;br&gt;International Relations Department&lt;br&gt;Tel: (+ 359 2) 9308 220; (+359) 2 9308 416&lt;br&gt;E-mail: <a href="mailto:intern@admin.uni-sofia.bg">intern@admin.uni-sofia.bg</a></td>
<td><a href="https://www.uni-sofia.bg/index.php/eng/the_university/international_relations">link</a></td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a>&lt;br&gt;Tel.: + 351 21 294 78 20/7</td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sm">link</a></td>
</tr>
</tbody>
</table>
G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>BG SOFIA06</td>
<td>Prof. Ivan ILCHEV Rector Sofia University St. Kliment Ohridski</td>
<td>10. 12. 2013</td>
<td></td>
</tr>
<tr>
<td>PLISBOA03</td>
<td>Prof. Doctor José ESTEVES PEREIRA</td>
<td>16 JAN. 2014</td>
<td></td>
</tr>
</tbody>
</table>

¹ Scanned signatures are accepted