



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014 – 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)
SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI	BG SOFIA06	International Relations Department Fax: (+ 359 2) 946 01 15; (+359 2) 986 15 97 Tel: (+ 359 2) 9308 416 E-mail: <a href="mailto:intern@admin.uni-sofia.bg">intern@admin.uni-sofia.bg</a>	<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>
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8  <b>Subject Area Contact:</b> <b>0532</b> Prof. Paulo Legoinha Email: <a href="mailto:pal@fct.unl.pt">pal@fct.unl.pt</a> <b>0713</b> Prof. Ricardo Luís Rosa	<a href="http://www.unl.pt">www.unl.pt</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.

		Jardim Gonçalves Email: <a href="mailto:rig@fct.unl.pt">rig@fct.unl.pt</a> 031 Prof. António Paulo Brandão Moniz de Jesus Email: <a href="mailto:abm@fct.unl.pt">abm@fct.unl.pt</a> <hr/> <b>Administrative contact:</b> SAE-AM 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>
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## B. Mobility numbers<sup>5</sup> 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.

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of students per academic year]	Total number of months per academic year
BG SOFIA06	P LISBOA03	0532	Earth Science	2 <sup>nd</sup>	1 * 6	TBD
		061	Information and Communication Technologies (ICTs)	2 <sup>nd</sup> , 3 <sup>rd</sup>	4*6 (each)	TBD
		031	Social and behavioural Sciences	2 <sup>nd</sup> , 3 <sup>rd</sup>	2*10 (each)	
P LISBOA03	BG SOFIA06	0532	Earth Science	2 <sup>nd</sup>	1 * 6	TBD
		0713	Electricity and Energy	2 <sup>nd</sup> , 3 <sup>rd</sup>	4*6 (each)	TBD
		031	Social and behavioural Sciences	2 <sup>nd</sup> , 3 <sup>rd</sup>	2*10 (each)	

[\*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.]

<sup>5</sup> 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	Staff Mobility for Training *
				<i>[total number of days of teaching periods or average duration *]</i>	
BG SOFIA06	P LISBOA03	4434	Geology	TBD * 8h	---
		061	Information and Communication Technologies (ICTs)	8h*2 TBD	----
		031	Social and behavioural Sciences	TBD	TBD
P LISBOA03	BG SOFIA06	4434	Geology	TBD * 8h	---
		0713	Electricity and Energy	8h*2 TBD	---
		031	Social and behavioural Sciences	TBD	TBD

### 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 instruc- tion 1	Language of instruc- tion 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 SOFIA06		English		B1	English B1
P LISBOA03		Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2

<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>

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:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG SOFIA06	End of June	End of November
P LISBOA03	May 31 <sup>st</sup>	October 31 <sup>st</sup>

[\* 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 1<sup>st</sup>. A termination by mutual consent is possible until Dec. 31<sup>st</sup> 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

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
P LISBOA03	September - January	February - June March - July
BG SOFIA06	Beginning of October - February	February - Mid of July

## 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](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

#### Sofia University St. Klielement Ohridski

(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 SOFIA06	Sofia University St. Kliment Ohridski	<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>
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 SOFIA06	International Relations Department Tel: (+ 359 2) 9308 220; 9308 416 E-mail: <a href="mailto:intern@admin.uni-sofia.bg">intern@admin.uni-sofia.bg</a>	<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>
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 SOFIA06	Sofia University St. Kliment Ohridski International Relations Department Tel: (+ 359 2) 9308 220; (+359) 2 9308 416 E-mail: <a href="mailto:intern@admin.uni-sofia.bg">intern@admin.uni-sofia.bg</a>	<a href="https://www.uni-sofia.bg/index.php/eng/the_university/international_relations">https://www.uni-sofia.bg/index.php/eng/the_university/international_relations</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>1</sup>
BG SOFIA06	Prof. Ivan ILCHEV Rector Sofia University St. Kliment Ohridski	10. 12. 2013	 
P LISBOA03	Prof. Doutor José ESTEVES PEREIRA	16 JAN. 2014	 

<sup>1</sup> Scanned signatures are accepted