

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2017-2024 between programme countries

[Minimum requirements]<sup>3</sup>

### 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)
NEW BULGARIAN UNIVERSITY	BG SOFIA02	Institutional Coordinator - Marieta Tzvetkova; 21, Montevideo Str., Building 1, Office 223, 1618 Sofia, Bulgaria mctvetkova@nbu.bg;	
		Erasmus office: - Iliyana Ilieva, 21, Montevideo Str., Building 2, Office 707, 1618 Sofia, Bulgaria ilieva@nbu.bg; erasmus.nbu@gmail.com	<a href="http://www.nbu.bg/index.php?l=994&amp;lang">http://www.nbu.bg/index.php?l=994&amp;lang</a> <a href="http://www.nbu.bg/index.php?l=2991">http://www.nbu.bg/index.php?l=2991</a>
		Academic Departmental Coordinator: Prof. Ninel Kiosseva	

<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.

		Department of Business administration	
Università degli Studi di Messina	I MESSINA01	<b>Institutional Coordinator:</b> <b>Dott. Giuseppe Lucchese</b> Unità Organizzativa Relazioni Internazionali Unità Speciale Ricerca Scientifica e Internazionalizzazione Piazza S. Pugliatti, 1 I-98122 Messina Italy Phone: +39 090 6768534 +39090 768531/8320/8532 Email: <a href="mailto:erasmus@unime.it">erasmus@unime.it</a>	Web page for International students: <a href="http://relint.unime.it/en/mobilita-in-entrata/">http://relint.unime.it/en/mobilita-in-entrata/</a>
		<b>Academic Coordinator:</b> Prof.ssa Grazia Calabrò Dept. Economical Sciences Phone: +39 090 771548 Email <a href="mailto:calabrogr@unime.it">calabrogr@unime.it</a>	Course catalogue: <a href="http://www.unime.it/dipartimento/seam/offerta">http://www.unime.it/dipartimento/seam/offerta</a>

## B. Mobility numbers<sup>5</sup> 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 1]	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 months of the study periods or average duration*]	Student Mobility for Traineeships *
BG SOFIA02	I MESSINA01	041	Business Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2/12	
I MESSINA01	BG SOFIA02	041	Business Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2/12	

[\*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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
BG SOFIA02	I MESSINA01	041	Business Administration	1/7	
I MESSINA01	BG SOFIA02	041	Business Administration	1/7	

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
			Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
BG SOFIA02	English	FRENCH	B1	B2
I MESSINA01	Italian	English	B1	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.]*

<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>

NBU offers a favourable environment for students with disabilities and gradually broadens its scope – on one hand, in NBU function loading and motorized platforms, an elevator, WC for people with disabilities, specialized services at the library (incl. equipment and tactile path) for students with impaired vision and complete online administrative service. On the other hand, the philosophy of the university is to treat students with disabilities equally to the rest of the students. The latter empowers them to participate actively in the student's life and events without feeling different or weaker.

## I MESSINA01

The University of Messina welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please see the following link: [http://www.unime.it/sezione\\_disabili/](http://www.unime.it/sezione_disabili/)

## 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 SOFIA02	1 <sup>st</sup> JUNE	1 <sup>st</sup> DECEMBER
I MESSINA01	Nomination deadline: May 15 <sup>th</sup> Application Form: May 30 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application Form: October 30 <sup>th</sup>

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

2. The receiving institution will send its decision within 3 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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' guide<sup>7</sup>. A link to a webpage*

<sup>7</sup> [http://ec.europa.eu/education/lifelong\\_learning\\_policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong_learning_policy/ects_en.htm)

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.]

Institution [Erasmus code]	Website for information
BG SOFIA02	ECTS Grade <b>A</b> = 5.50 – 6 excellent ECTS Grade <b>B</b> = 5.20 – 5.49 very good ECTS Grade <b>C</b> = 4.40 – 5.19 good ECTS Grade <b>D</b> = 3.60 – 4.39 satisfactory ECTS Grade <b>E</b> = 2.80 – 3.59 sufficient ECTS Grade <b>F</b> = 2.00 – 2.79 FAIL 1 semester = 30 credits 1 course = 3 credits.

#### I MESSINA01

<http://relint.unime.it/en/internazionalizzazione/diploma-supplement/>

<http://relint.unime.it/files/2012/09/Tabelle-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>

### 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]	Website for information
I MESSINA01	<a href="http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf">http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf</a> (see Compulsory fulfillments-Italian immigration rules)
BG SOFIA02	<a href="http://www.mfa.bg/en/pages/44/index.html">http://www.mfa.bg/en/pages/44/index.html</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. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Website for information
I MESSINA01	<a href="http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/</a> (see Health insurance)
BG SOFIA02	<a href="http://www.en.nhif.bg/web/guest/home">http://www.en.nhif.bg/web/guest/home</a>


#### 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]	Website for information
I MESSINA01	<a href="http://relint.unime.it/en/mobilita-in-entrata/Informazioni-utili/">http://relint.unime.it/en/mobilita-in-entrata/Informazioni-utili/</a> (see Accommodation and meals)
BG SOFIA02	<a href="http://www.nbu.bg/index.php?l=994&amp;lang=1">http://www.nbu.bg/index.php?l=994&amp;lang=1</a> <a href="https://www.facebook.com/groups/129715713837442/">https://www.facebook.com/groups/129715713837442/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
I MESSINA01	Prof. Pietro Navarra Rector	31/01/2017	
BG SOFIA02	Prof. Plamen Bockov, Rector PRD	01/02/2017	