



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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)
SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI	BG SOFIA 06	Institutional Coordinator: Prof. Ivan Ilchev, Rector 15, Tzar Osvoboditel, 15, 1504 Sofia, Bulgaria intern@admin.uni-sofia.bg Tel: +359 2 93 08 416; +359 2 986 01 15 Administrative Contact: Mira Georgieva Responsible person for Agreement and Students' Mobility E-mail: mira@admin.uni-sofia.bg Tel: +359 2 93 08 220; Fax: +359 2 986 01 15 Staff: protocol_su@admin.uni- sofia.bg	https://www.uni-sofia.bg/index.php/eng Practical Guide: https://www.uni-sofia.bg/index.php/eng/the-university/international-relations/erasmus-incomings

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.

Faculty of Economics and Business Administration		Faculty Coordinator: Mrs. Ivanka Djakova: ivankad@feb.uni-sofia.bg	List of course: https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
UNIVERSITA DEGLI STUDI DI MESSINA	I MESSINA 01	Institutional Coordinator: Dott.ssa Grazia De Tuzza Settore Relazioni Internazionali - Piazza S.Pugliatti, 1 I-98122 Messina Italy Phone: +39 090 6768500/8531/8532/8506 Fax: +39 090 6768332 Email: relint@unime.it Academic Contact: Prof.ssa Elena Di Blasi Department of Human and Social Science e-mail elena.dibiasi@unime.it	http://relint.unime.it/en/ Course catalogue: http://www.unime.it/dipartimenti/sus/offerta

B. Mobility numbers 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]	Total Numbers of students/ Total number of Months	
					Student Mobility for Studies	Student Mobility for Traineeships
BG SOFIA06	I MESSINA 01	2	Economics	1 st	1 x 6 /6 months/	
I MESSINA 01	BG SOFIA06	2	Economics	1 st	1 x 6 /6 months/	

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
				[total number of days of teaching periods or average duration]	

BG SOFIA06	I MESSINA 01	2	Economics	1 x 7 days	1
I MESSINA 01	BG SOFIA06	2	Economics	1 x 7 days	1

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	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
BG SOFIA06		Bulgarian	English	B1/B2	B2
I MESSINA 01		Italian		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

I MESSINA 01

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/

BG SOFIA 06:

- **Nominations**
Student nominations should be sent (e-mail) by the Partner University to Ms. Mira Georgieva mira@admin.uni-sofia.bg, responsible for incoming students, before 30th June (winter semester) and 30th November (summer semester)
- **Application procedure**
All the nominated students should send the required documents (application form, accommodation form and learning agreement) to Ms. Mira Georgieva mira@admin.uni-sofia.bg before the deadlines.

Detailed information for the Erasmus Incoming Students:
Practical Guide:

https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings

STAFF

- Academic teachers interested in a teaching visit at Sofia University contact the Erasmus Coordinator at the Faculty which holds the appropriate Erasmus bilateral agreement.
- Non-academic staff members who are interested in spending one week training at Sofia University under the Erasmus programme should at first contact the International Office of Sofia University [/protocol_su@admin.uni-sofia.bg/](mailto:protocol_su@admin.uni-sofia.bg/), who will then forward the query to the appropriate department of the University.

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	June 30	November 30
I MESSINA 01	Nomination deadline: May 15th Application Form: May 30 th	Nomination deadline: October 15 th Application Form: October 30 th

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

2. The Universities will send its decision within 5 weeks.
3. A Transcript of Records will be issued by Universities 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. 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

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>

BG SOFIA 06:

The academic year at Sofia University St. Kliment Ohridski is divided into two terms (winter semester and summer semester), with 30 ECTS credit for each semester.

Courses are graded in numbers from 2 to 6. These grades are equivalent in ECTS grade and level as follows: **6 – Excellent, 5 – Very good, 4 – Good, 3 – Satisfactory, 2 - Unsatisfactory (Fail).**

(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 SOFIA 06	Mira Georgieva, e-mail: mira@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
I MESSINA 01	relint@unime.it	http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf (see Compulsory fulfillments-Italian immigration rules)

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
BG SOFIA06		https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
I MESSINA 01	relint@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Health insurance)

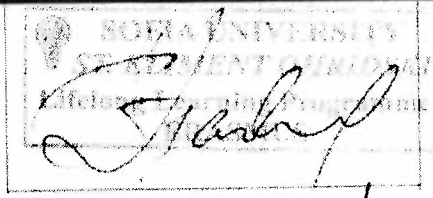
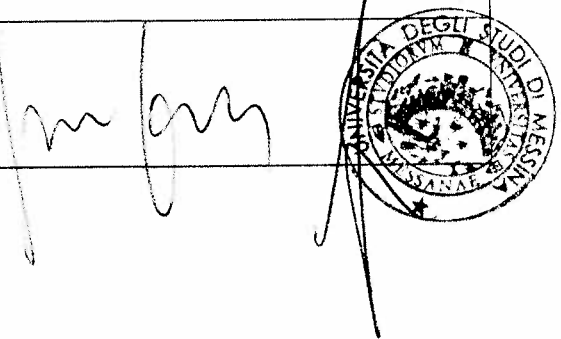
4. Housing

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	Mira Georgieva, e-mail: mira@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings Accommodation Form has to be filled and sent to the IRD: mira@admin.uni-sofia.bg
I MESSINA 01	relint@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Accommodation and meals)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
BG SOFIA06	Prof. Ivan Ilchev, Rector and Institutional Coordinator	21.02.2014	
I MESSINA01	Prof. Pietro Navarra Rector	14 APR. 2014	

⁵ Scanned signatures are accepted