



# Erasmus+ Programme

## Key Action 1

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

## Inter-institutional<sup>1</sup> agreement 2020-2021 between programme countries

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	Erasmus code	Contact details	Website
UNIVERSITY OF PLOVDIV "PAISII HILENDARSKI"	BG PLOVDIV04	<p><u>Institutional Erasmus Coordinator</u>  <b>Assoc. Prof. Boryan Yanev</b>; <a href="mailto:byanev@gmail.com">byanev@gmail.com</a> ; +359 32 261 478</p> <p><u>Agreements' Administrator</u>  <b>Radosveta Mishevskva</b>; <a href="mailto:iro_pu@abv.bg">iro_pu@abv.bg</a> ;            + 359 32 261 363</p> <p><u>Faculty Agreement' Coordinator</u>  <b>Assoc. Prof. Ivan Shotlekov</b>; <a href="mailto:shotlekov@gmail.com">shotlekov@gmail.com</a></p>	<a href="https://uni-plovdiv.bg/en">https://uni-plovdiv.bg/en</a>
UNIVERSIDADE DE COIMBRA	P COIMBRA01	<p>Liliana Moreira  <b>ERASMUS Institutional Coordinator</b>            DRI - International Relations Unit, University of Coimbra            Phone: +351 239 857 003            Email: <a href="mailto:dri@uc.pt">dri@uc.pt</a></p> <p><b>Bilateral Agreements:</b>  <a href="mailto:dri.agreements@uc.pt">dri.agreements@uc.pt</a></p> <p><b>Faculty Mobility Coordinator:</b>            Prof. Raul Barbosa  <a href="mailto:rbarbosa@dei.uc.pt">rbarbosa@dei.uc.pt</a></p>	<p>Website:  <a href="http://www.uc.pt/en/driic">http://www.uc.pt/en/driic</a></p> <p>Information for Incoming students:  <a href="http://www.uc.pt/en/driic/mobilidade/in/">http://www.uc.pt/en/driic/mobilidade/in/</a></p> <p>Course Catalogue:  <a href="http://www.uc.pt/en/ects/catalogo">http://www.uc.pt/en/ects/catalogo</a></p> <p>Academic Calendar:  <a href="http://www.uc.pt/en/ects/info_inst/calendario_academico/">http://www.uc.pt/en/ects/info_inst/calendario_academico/</a></p>

### B. Mobility numbers<sup>2</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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods
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<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</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>)

					Student Mobility for Studies
<b>BG PLOVDIVO 4</b>	<b>P COIMBRAO 1</b>	<b>0611</b>	<b>Computer Use/ Information and Communication Technologies (ICTs)</b>	1st- Bachelors 2nd – Masters 3rd- PhD	<b>2 students x 5 months each</b>
<b>P COIMBRAO 1</b>	<b>BG PLOVDIV04</b>	<b>0611</b>	<b>Computer Use/ Information and Communication Technologies (ICTs)</b>	1st- Bachelors 2nd – Masters 3rd- PhD	<b>2 students x 5 months each</b>

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
<b>BG PLOVDIV04</b>	<b>P COIMBRAO 01</b>	<b>0611</b>	<b>Computer Use/ Information and Communication Technologies (ICTs)</b>	<b>2x7 days</b>	Up to individual request
<b>P COIMBRAO1</b>	<b>BG PLOVDIVO 4</b>	<b>0611</b>	<b>Computer Use/ Information and Communication Technologies (ICTs)</b>	<b>2x7 days</b>	Up to individual request

### 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
<b>BG PLOVDIVO 4</b>	<b>Computer Use/ Information and Communication Technologies (ICTs)</b>	<b>Bulgarian</b>	<b>English (Staff only)</b>	<b>English B1 Bulgarian B1</b>	<b>English B2 Bulgarian B1</b>
<b>P COIMBRAO 01</b>	<b>Computer Use/ Information and Communication Technologies (ICTs)</b>	<b>Portuguese</b>	<b>English (where available)</b>	<b>Portuguese: B1 (min) English: B2 (min)</b>	<b>English: B2 (min)</b>

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

#### **P COIMBRAO1**

<sup>3</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>

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counselling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo, Largo de D. Dinis, 3000-143 Coimbra

Tel: +351 239 857000, E-mail: [nia@sas.uc.pt](mailto:nia@sas.uc.pt)

[http://www.uc.pt/en/sasuc/Quick\\_search/Integration\\_Counselling/nee](http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee)

Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.

Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.

## BG PLOVDIV04

- Exchange studies for PhD students are organized according to individual plans.
- Incoming staff members should apply for visits to the respective faculty coordinators (<https://uni-plovdiv.bg/pages/index/160/> )
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Programmes and Relations Office for more information.

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Spring term
<b>BG PLOVDIV04</b>	30 June (applic)	30 November (applic)
<b>P COIMBRA01</b>	Deadline to submit online applications: July, 15	Deadline to submit online applications: December, 15

2. The receiving institution will send its decision within **six weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **four weeks** after the assessment period has finished at the receiving HEI
4. Termination of the agreement

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

P COIMBRA01

- Partner institutions should send nominations to **Regina Freitas** [dri.intstudy@uc.pt](mailto:dri.intstudy@uc.pt)
- **Online applications** at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

2. The receiving institution will send its decision within **6 weeks**.
3. 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.
4. Termination of the agreement

**This agreement shall remain in force until the end of the Programme (2020/21)**. However, in the event of unilateral termination, a notice of at least one academic year should be given. 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

**P COIMBRA01** - [http://www.uc.pt/en/ects/info\\_inst/sg-ma/](http://www.uc.pt/en/ects/info_inst/sg-ma/)

*In case of additional questions, please contact Erasmus Coordinator.*

#### **BG PLOVDIV04**

In the Bulgarian System, marks are graded from 2 to 6, with 3 being the minimum score required to pass:

Bulgarian Grade	Description
Отличен (6)	Excellent performance
Много Добър (5)	Very good performance
Добър (4)	Good performance
Среден (3)	Acceptable performance
Слаб (2)	Insufficient performance
Не се явил	Exam not done by the student

### 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	Contact details	Website for information
<b>BG PLOVDIV04</b>	<a href="mailto:iro.petrova@gmail.com">iro.petrova@gmail.com</a> phone: +359 32 261 363 fax: +359 32 635 049	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
<b>P COIMBRA01</b>	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/driic/mobilidade/ap">http://www.uc.pt/en/driic/mobilidade/ap</a> L

### 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	Contact details	Website for information
<b>BG PLOVDIV04</b>	<a href="mailto:iro.petrova@gmail.com">iro.petrova@gmail.com</a> phone: +359 32 261 363 fax: +359 32 635 049	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
<b>P COIMBRA01</b>	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/driic/mobilidade/ap">http://www.uc.pt/en/driic/mobilidade/ap</a> L

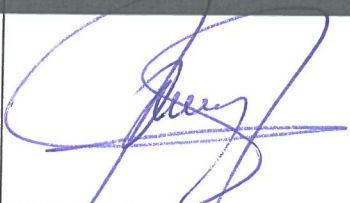
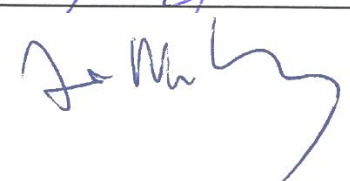
#### 4. Housing

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	Contact details	Website for information
<b>BG PLOVDIV04</b>	<a href="mailto:iro.petrova@gmail.com">iro.petrova@gmail.com</a> phone: +359 32 261 363 fax: +359 32 635 049	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
<b>P COIMBRA01</b>	<b>Núcleo de Alojamentos (Social Services of UC)</b> Tel.: +351 239 101 282 E-mail: <a href="mailto:alojamentos@sas.uc.pt">alojamentos@sas.uc.pt</a>	International and mobility students may book their own accommodation at the students' residences of the UC or private lodging offers included in the online accommodation platform of the University of Coimbra available at <a href="http://www.uc.pt/go/accommodation">www.uc.pt/go/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
<b>BG PLOVDIV04</b>	Assoc. Prof. Boryan Yanev, Institutional Erasmus Coordinator	16-06-2020	
<b>P COIMBRA01</b>	Prof. João Nuno Calvão da Silva Vice-Rector		

<sup>4</sup> Scanned signatures are accepted