



Erasmus+ Programme

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

Inter-institutional agreement 2014-21 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 (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
HOCHSCHULE EMDEN/LEER University of Applied Sciences Constantiaplatz 4 26723 Emden, Germany	D EMDEN02	International Office Andrea Meyenburg (head) Janine Hülsen (contact) International.office@hs-emden-leer.de Tel.: +49 4921 807 1372 Fax: +49 4921 807 1397	io.hs-emden-leer.de
Faculty of Social Work and Health		Stefanie Hennschen stefanie.hennschen@hs-emden-leer.de Tel.: +49 4921 807 1242 Fax: +49 4921 807 1251	http://www.hs-emden-leer.de/fachbereiche/soziale-arbeit-und-gesundheit.html
PAISII HILENDARSKI UNIVERSITY OF PLOVDIV Faculty of Education	BG PLOVDIV04	Institutional Erasmus Coordinator Assoc.Prof.Maria Stoyanova; +359 32 261 462 Agreements' Administrator	http://old.uni-plovdiv.bg/pedagogy marianas@uni-plovdiv.bg

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Nadya Kaneva, MA +359 32 261 363 Faculty Agreements Coordinator Youri Ianakiev, PhD Tel: +359 886 866 508	nadya@uni-plovdiv.bg ianakiev@uni-plovdiv.bg
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B. Mobility numbers² 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 1 st , 2 nd or 3 rd	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeship
D EMDEN02	BG PLOVDIV04	0923 140	Social work and counselling Pedagogy	1 st	2 x 5 =10 total	0/0
BG PLOVDIV04	D EMDEN02	0923 140	Social work and counselling Pedagogy	1 st	2 x 5 =10 total	0/0

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 [total number of days of teaching periods]	Staff Mobility for Training *
D EMDEN02	BG PLOVDIV04	0923 140	Social work and counselling/ Pedagogy	2 people (2 days to 2 months, min. 8 teaching hours)	1 person (2 days to 2 months)

² 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>)

BG PLOVDIV04	D EMDEN02	0923 140	Social work and counselling/ Pedagogy	2 people (2 days to 2 months, min. 8 teaching hours)	1 person/ 7 days
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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 ³	
				Student Mobility for Studies	Staff Mobility for Teaching
D EMDEN02		German	German	B2	B2
BG PLOVDIV04		Bulgarian	English	B2	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

BG PLOVDIV 04

- Exchange studies for PhD students are organized according to individual plans.
- Incoming staff members should apply for visits to the respective faculty coordinators <http://uni-plovdiv.bg/pages/index/160/>

Hochschule Emden/Leer welcomes students and staff members with disabilities. First contact Ms Griet Alberts griet.alberts@hs-emden-leer.de.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D EMDEN 02	31 st May	30 th November

³ 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>

BG PLOVDIV 04	30 June	30 November
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2. The receiving institution will send its decision within:

D EMDEN02:4 weeks

BG Plovdiv 04: 4 weeks

3. A Transcript of Records will be issued by the receiving institution no later than:

D EMDEN02:5 weeks

BG PLOVDIV04: 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

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.

F. Information

1. Grading systems of the institutions

D EMDEN 02:

<http://www.hs-empden-leer.de/einrichtungen/international-office/international-exchange-students-erasmus/grading-system.html>

BG PLOVDIV04: In the Bulgarian System, marks are graded from 2 to 6, with 3 *being the minimum score required to pass:*

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

2. Visa

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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
D EMDEN02	Ms Griet Alberts griet.alberts@hs-emden-leer.de Tel.: +49 4921 807 1378 Fax: +49 4921 807 1397	http://www.hs-emden-leer.de/einrichtungen/international-office/international-exchange-students-eerasmus/visa.html
BG PLOVDIV04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160/

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
D EMDEN02	Ms Griet Alberts griet.alberts@hs-emden-leer.de Tel.: +49 4921 807 1378 Fax: +49 4921 807 1397	http://www.hs-emden-leer.de/einrichtungen/international-office/international-exchange-students-eerasmus/insurance.html
BG PLOVDIV04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160


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
D EMDEN02	Ms Griet Alberts griet.alberts@hs-emden-leer.de Tel.: +49 4921 807 1378 Fax: +49 4921 807 1397	http://www.hs-emden-leer.de/einrichtungen/international-office/international-exchange-students-egerasmus/housing.html
BG PLOVDIV04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and stamp ⁴
D EMDEN02	Prof. Dr. Carsten Wilken Vice President		Hochschule Emden/Leer Der Präsident Constantiaplatz 4 26723 Emden 30. APR. 2014
BG PLOVDIV04	Prof. Zapryan Kozludzhov, PhD Rector	10.04.14	Vizepräsident 

⁴ Scanned signatures are accepted