

## Erasmus+ Programme

### Annexes to Erasmus+ Inter-institutional agreement Institutional Factsheet 2017/18 – 2020/21

#### 1. Institutional Information

##### 1.1. Institutional details

Name of the institution	Georg-August-Universität Göttingen
Erasmus Code	D GOTTING01
EUC	29749
Institution website	<a href="http://www.uni-goettingen.de">www.uni-goettingen.de</a>
Course catalogue	<a href="https://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;noDBAction=y&amp;init=y">https://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;noDBAction=y&amp;init=y</a>

##### 1.2. Main contacts

Contact person	Dr. Uwe Muuss
Responsibility	Director International Office, Erasmus+ Institutional Coordinator
Contact details	International Office, von-Siebold-Str. 2, D-37075 Göttingen; email: <a href="mailto:erasmus@uni-goettingen.de">erasmus@uni-goettingen.de</a>

Contact person	Karen Denecke
Responsibility	Erasmus+ Key Action 1.1 Coordinator (Europe)
Contact details	International Office, von-Siebold-Str. 2, D-37075 Göttingen, e-mail: <a href="mailto:karen.denecke@zvw.uni-goettingen.de">karen.denecke@zvw.uni-goettingen.de</a>

Contact person	Hagen Pitsch
Responsibility	Erasmus+ Departmental Coordinator Faculty of Humanities Slavic Department
Contact details	Humboldtallee 19 D-37073 Göttingen Tel.: +49 551 394780 <a href="mailto:hagen.pitsch@zvw.uni-goettingen.de">hagen.pitsch@zvw.uni-goettingen.de</a>

##### 1.3. Partner Institution:

Name of the institution	The Paisij Hilendarski University of Plovdiv
Erasmus Code	BG PLOVDIV04
EUC	66671
Institution website	<a href="http://www.uni-plovdiv.bg">www.uni-plovdiv.bg</a>



Online course catalogue	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>
-------------------------	---

#### 1.4. Main contacts

Contact person	Assoc. Prof. Boryan Yanev PhD
Responsibility	Institutional Erasmus+ Coordinator
Contact details	International Office of PU ; 24, Tsar Assen St. ; room 111, 4000-Plovdiv, Bulgarien Phone: 00359/32/261 363, 261 478, 261 332 e-mail: byanev@gmail.com

Contact person	Radosveta Mishevskva
Responsibility	Erasmus+ Key Action 1.1 Coordinator
Contact details	International Office of PU ; 24, Tsar Assen St. ; room 111, 4000-Plovdiv, Bulgarien Phone: 00359/32/261 363 e-mail: iro@uni-plovdiv.bg

Contact person	Assoc. Prof. Nadya Cherneva PhD
Responsibility	Erasmus+ Coordinator of the Faculty of Philology
Contact details	24, Tsar Assen St. ; room 325, 4000-Plovdiv, Bulgarien Phone : 00359/32/261241 e-mail : ncherneva9@gmail.com

## 2. 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
BG PLOVDIV04 0230	Bulgarian	German	B1	B2
D GOTTING01 Subject code 0230	German	-	B1	B2

## 3. Mobility numbers 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.]*

Receiving institution	Language of instruction 1	Language of instruction 2	Subject code	Language	1 <sup>st</sup> - B	2 <sup>nd</sup> - M	3 <sup>rd</sup> - PhD	Staff Mobility for Teaching
BG PLOVDIV04	D GOTTING01	0231		Language acquisition				N/A
		0232		Literature and Linguistics				



D GOTTING01	BG PLOVDIV04	0231	Language acquisition	1 <sup>st</sup> - B 2 <sup>nd</sup> - M 3 <sup>rd</sup> - PhD	3X5	N/A
		0232	Literature and Linguistics			
BG PLOVDIV04	D GOTTING01	0231	Language acquisition	2 teachers x 7 days		2 staff x 7 days
		0232	Literature and Linguistics			
D GOTTING01	BG PLOVDIV04	0231	Language acquisition	2 teachers x 7 days		2 staff x 7 days
		0232	Literature and Linguistics			

#### 4. Additional requirements

##### D GOTTING01

###### Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incoming students will then be informed by the International Office of the receiving institution about the online application procedure.

###### Courses and Learning Agreement

- Incoming Erasmus students should take at least **50%** of their workload from the **faculty of the receiving institution** that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.

<http://www.uni-goettingen.de/de/erasmus-incomings/474086.html>

###### Arrival

- It is recommended that incoming students meet the departmental coordinator contemporary after their arrival in Göttingen.
- Incoming students should participate in the introduction days of the International Office: <http://www.uni-goettingen.de/en/55917.html>

###### Staff

- Incoming teaching staff must be individually accepted by the department that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the department.  
<https://www.uni-goettingen.de/en/erasmus-incomings/480924.html>
- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.  
<https://www.uni-goettingen.de/en/erasmus-incomings/480927.html>

###### Agreements

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen ([karen.denecke@zvw.uni-goettingen.de](mailto:karen.denecke@zvw.uni-goettingen.de)).

**Please note that:** the number of students each institution will send may by no means exceed the number of students mentioned in this agreement. More specifically shorter periods of stay do not allow for the sending of more students, i.e. on an exchange of 1 student for 10 months, a partner cannot send 2 students for 5 months, not even if their stay covers different semesters.



The numbers of months per student the partners have agreed on are fixed. An extension of stay is only possible, when e. g. a student is nominated for 5 months, but the partners have agreed on an exchange of 1 student for 10 months. Students should apply early in advance for an extension of stay, at least one month before the regular stay ends. A written acceptance of both partners (incl. International Office) is mandatory and should not exceed the number of months agreed per students. Each party will take this into consideration when organizing students selection.

## BG PLOVDIV04

### Application Procedure

If your University has a formal exchange agreement with Plovdiv University and you have been selected to study as an Erasmus student, you must complete the following forms:

- [Application Form](#)
- [Learning Agreement](#)

You should not forget to send the Transcript of Records (translated into English) from your home institution which gives information on the subjects you have attended at your university before the start of your Erasmus student mobility, as well as a photocopy of your identity card (passport).

Detailed information about study Programs and courses could be found on the corresponding faculty websites.

For more information you can also contact the [Faculty ERASMUS Coordinators](#).

All application documents, duly signed and stamped by your home institution, must be sent by e-mail to [iro@uni-plovdiv.bg](mailto:iro@uni-plovdiv.bg)

### Application deadlines

**30 June** for winter semester.

**30 November** for summer semester.

Formally accepted students receive an Invitation Letter

### Language Requirements

The official language of instruction at Plovdiv University is Bulgarian, except foreign philologies.

Incoming Erasmus students preparing their graduation project and PhD students can be taught in English upon preliminary coordination with the host department.

### Language Courses

There are language courses organized during the academic year.

Contact Person: Tanya Neycheva E-mail: [tanja\\_sp@yahoo.com](mailto:tanja_sp@yahoo.com)

### Academic Calendar

First/winter/ semester		Examination session
Full-time studies:	from 03.10.2016 to 21.01.2017	from 22.01.2017 to 19.02.2017
Part-time studies:	from 29.08.2016 to 30.09.2016	from 03.10.2016 to 23.12.2016
Christmas holiday:	from 24.12.2016	



	to 01.01.2017	
<b>Second/spring/ semester</b>		
		<b>Examination session</b>
Full-time studies:	from 20.02.2017 to 03.06.2017	from 04.06.2017 to 04.07.2017
Part-time studies:	from 22.01.2017 to 19.02.2017	from 20.02.2017 to 31.05.2017
Easter holiday:	from 14.04.2017 to 17.04.2017	

### Admission

Before leaving your country you should take the following things with you:

- a passport or any other identity document
- 5 passport size photographs
- a health insurance form
- travel insurance and personal insurance

Before you leave you must inform the International Relations Office (IRO) about the exact date of your arrival. When you arrive in Plovdiv, contact IRO first. The Incoming Students Adviser, the respective secretary at Student Affairs Department and the Faculty or Department Coordinator assist the whole procedure of enrolment, accommodation and registration. IRO solves all kinds of problems you might have during your stay in the city.

Former Erasmus students from Plovdiv University help incoming students to integrate easily in the new academic and social environment.

### Accommodation

If you are interested in university accommodation, please fill in the Accommodation section of the Application Form and send it to the Incoming Students Advisor.

After the IRO receives your application form, we check the availability of rooms in the student dormitories and inform you directly about the opportunities.

Unfortunately, a limited number of vacant rooms are available and some of them are not very comfortable or luxurious to live in. Most foreign students prefer private accommodation and they themselves look around for appropriate places. IRO gives information and advice to students to help them in their search for suitable accommodation.

Students are strongly advised to come to Plovdiv before the start of the October or February term.

### Visa

Students coming from EU countries do not need visa. Other international students can get information about visa application procedure at the Bulgarian embassies or consulates in their home countries or they can consult the website of the Ministry of Foreign Affairs of the Republic of Bulgaria.



### **Health insurance**

#### **Students from the EU/European Economic Area (EEA)**

Students from EU/EEA countries must have health insurance coverage from their home country. The **European Health Insurance Card** certifies that you are entitled to necessary medical treatment during temporary stays in other EEA countries, Switzerland and Macedonia. You can receive medical treatment from a doctor or an outpatient care centre, which has concluded a contract with the National Health Insurance Fund.

If you decide to use private health insurance you have to check with your insurance office as to whether your coverage applies to Bulgaria. You must bring the European Health Insurance Card or documentation of private health insurance when you enter Bulgaria.

#### **Students from countries outside the EU/European Economic Area**

Students from non-EU/EEA countries should make a private health insurance for minimum 30 000 Euro, which is one of the requisites for obtaining a visa. You have to check with your insurance office as to whether your coverage applies to Bulgaria. For further information on medical treatment in Bulgaria: <http://www.en.nhif.bg/web/guest/home>

### **Police Registration**

According to the regulations all foreigners who are staying on the territory of Bulgaria (except EU citizens), must register at the police station, Administrative Control of Foreigners Service, not later than 48 hours after arrival.

Address registration service:

Plovdiv 70, Volga St.,

tel.: 032 932 898

### **The University Library**

The University Library has two locations:

The central building – 24, Tsar Asen St.

The new building – 236, Bulgaria Blvd.

#### Working Hours:

Monday – Friday: 9:00 a.m. - 5 p.m.

Saturday: 9:00 a.m. -14.00 p.m. (During Exam Sessions Only)

### **Contacts and Addresses**

#### **Address**

Paisii Hilendarski University of Plovdiv

24, Tsar Asen St

Plovdiv

Bulgaria

#### **Institutional Erasmus Coordinator**

Assoc. Prof. Boryan Yanev, PhD

E-mail: [byanev@gmail.com](mailto:byanev@gmail.com)

tel. +359 32 261 478

#### **International Relations Office (IRO)**

Central Building, room 111

Mrs. Radosveta Mishevska, Bilateral Agreement Administrator, Outgoing Students Advisor

E-mail: [iro@uni-plovdiv.bg](mailto:iro@uni-plovdiv.bg)

Mrs. Yana Petrova, Incoming Students Advisor

E-mail: [petrova@uni-plovdiv.bg](mailto:petrova@uni-plovdiv.bg)

Tel. +359 32 261 363,

fax +359 32 635 049

## 5. Calendar

### 4.1 Student application deadlines:

Receiving institution	Autumn/Winter term <sup>1</sup> [month]	Spring/Summer term <sup>2</sup> [month]
BG PLOVDIV04	30 June	30 November
D GÖTTING01	June 1 <sup>st</sup>	December 1 <sup>st</sup>

4.2 The receiving institutions will send their decisions within 4 weeks after deadline.

4.3 A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.

4.4 Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1<sup>st</sup> the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## 6. Information

		D GÖTTING01
WWW for Incoming Students	<a href="https://uni-plovdiv.bg/en/pages/index/386/">https://uni-plovdiv.bg/en/pages/index/386/</a>	<a href="http://www.uni-goettingen.de/en/48483.html">http://www.uni-goettingen.de/en/48483.html</a>
WWW Course Catalogue	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>	<a href="http://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;topitem=&amp;breadCrumbSource=&amp;topitem=functions">http://univz.uni-goettingen.de/qisserver/rds?state=user&amp;type=0&amp;topitem=&amp;breadCrumbSource=&amp;topitem=functions</a>
Housing <sup>3</sup>	<a href="https://uni-plovdiv.bg/pages/index/160/">https://uni-plovdiv.bg/pages/index/160/</a>	<a href="http://www.uni-goettingen.de/en/21435.html">http://www.uni-goettingen.de/en/21435.html</a>
Contact details	Yana Petrova petrova@uni-plovdiv.bg	<a href="mailto:accommodation@uni-goettingen.de">accommodation@uni-goettingen.de</a>
WWW Visa Information <sup>4</sup>	<a href="https://uni-plovdiv.bg/en/pages/index/386/">https://uni-plovdiv.bg/en/pages/index/386/</a>	<a href="http://www.uni-goettingen.de/en/24845.html">http://www.uni-goettingen.de/en/24845.html</a>
Contact details	Yana Petrova petrova@uni-plovdiv.bg	<a href="mailto:Christiane.seack@zvw.uni-goettingen.de">Christiane.seack@zvw.uni-goettingen.de</a>
WWW Insurance Information <sup>5</sup>	<a href="https://uni-plovdiv.bg/en/pages/index/386/">https://uni-plovdiv.bg/en/pages/index/386/</a>	<a href="http://www.uni-goettingen.de/en/48483.html">http://www.uni-goettingen.de/en/48483.html</a>
Contact details	Yana Petrova petrova@uni-plovdiv.bg	<a href="mailto:Christiane.seack@zvw.uni-goettingen.de">Christiane.seack@zvw.uni-goettingen.de</a>

<sup>1</sup> To be adapted in case of a trimester system.

<sup>2</sup> To be adapted in case of a trimester system.

<sup>3</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

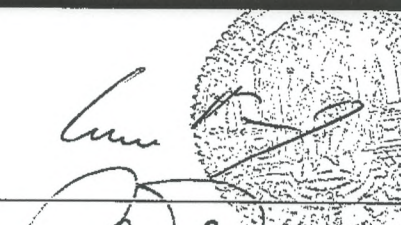
<sup>4</sup> The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

<sup>5</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.



<b>ECTS Users' Guide</b>	<a href="https://uni-plovdiv.bg/en/pages/index/386/">https://uni-plovdiv.bg/en/pages/index/386/</a>	<a href="http://www.uni-goettingen.de/en/49275.html">http://www.uni-goettingen.de/en/49275.html</a> <a href="https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=W13IJ/C4BAsEahOBq6EGx;uaVbMkiOKT">https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=W13IJ/C4BAsEahOBq6EGx;uaVbMkiOKT</a>
<b>WWW Students and Staff with Disabilities</b>	<a href="https://uni-plovdiv.bg/en/pages/index/386/">https://uni-plovdiv.bg/en/pages/index/386/</a>	<a href="http://www.uni-goettingen.de/de/48483.html">http://www.uni-goettingen.de/de/48483.html</a>
<b>Contact details</b>	Yana Petrova petrova@uni-plovdiv.bg	

**7. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

D GOTTING01	Dr. Uwe Muuss Director International Office, Erasmus+ Institutional Coordinator	31. 05. 2017	
BG PLOVDIV04	Assoc. Prof. Boyan Yanev Institutional Erasmus+ Coordinator	31. 05. 2017	