



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)
Jagiellonian University	PL KRAKOW01	Mirosław Klimkiewicz, Institutional Erasmus+ Coordinator Krzysztof Byrski, incoming students Monika Woźniak, outgoing students Gołębia 24, 31-007 Kraków, Poland e-mail: erasmus@adm.uj.edu.pl tel. +48 12 663 11 06/1546 fax. +48 12 66315 45	http://www.bosz.uj.edu.pl/en_GB/programy-studiow/programy-wymiany-studenckiej
Faculty/Institute Coordinator		Magdalena Pytlak, Ph.D., Departmental Erasmus+ Coordinator Institute of Slavonic Studies	http://www.ifs.filg.uj.edu.pl/en_GB/prowadzone-studia

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 Philology Ingardena 3, 30-059 Kraków e-mail: magdalena.pytlak@uj.edu.pl	
PLOVDIVSKI UNIVERSITET "PAISII HILENDARSKI"	BG PLOVDIV04	Institutional Erasmus Coordinator Assoc.Prof. Boryan Yanev; byanev@gmail.com; +359 32 261478 Agreements' Administrator Mrs Radosveta Mishevska; iro@uni-plovdiv.bg ; + 359 32 261363 Faculty Agreement' Coordinator Assoc. Pr. Nadya Cherneva, PhD + 359 32 261241	https://uni-plovdiv.bg https://uni-plovdiv.bg/pages/index/28/

B. Mobility numbers⁵ 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]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeship ⁵ *
					[total number of months of the study periods]	
PL KRAKOW01	BG PLOVDIV04	222	Languages and Philological Sciences	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	
BG PLOVDIV04	PL KRAKOW01	222	Languages and Philological Sciences	1 st , 2 nd , 3 rd	10 (2 students x 5 months)	

* 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.]

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]	

⁵ 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>)

PL KRAKOW01	BG PLOVDIV04	222	Languages and Philological Sciences	10 days (2 persons x 5 days) (1 person min. 8 teaching hours)	5 days (1 person x 5 days)
BG PLOVDIV04	PL KRAKOW01	222	Languages and Philological Sciences	10 days (2 persons x 5 days) (1 person min. 8 teaching hours)	5 days (1 person x 5 days)

[*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.]

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW01		Polish	English	B1/ B2	B2
BG PLOVDIV04		Bulgarian	English Russian	B1/ 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

[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.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KRAKOW01	May 31	November 30

⁶ 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 PLOVDIV04	30 June (applic)	30 November (applic)
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[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision **within 7 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
– Students can obtain their transcripts of records directly from the Jagiellonian University system USOSweb.
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' guide⁷. A link to a webpage 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.]

Jagiellonian University grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

Partner University grading scale related to ECTS grading system:

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

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 [Erasmus code]	Contact details (email, phone)	Website for information
PL KRAKOW01		Ministry of Foreign Affairs website: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/ http://www.msz.gov.pl/en/travel_to_poland/visa/
BG PLOVDIV04	petrova@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
PL KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdajacy-studenci/program-erasmus
BG PLOVDIV04	petrova@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
PL KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdajacy-studenci/program-erasmus
BG PLOVDIV04	petrova@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸ Z up. Dziekana Prodziekan ds. dydaktyki Wydziału Filologicznego UJ
PL KRAKOW01	Dr hab. Władysław Witalisz Vice-Dean for Educational Affairs, Faculty of Philology	27/10/17	 Dr hab. Władysław Witalisz
BG PLOVDIV04	Assoc. Prof. Boryan Yanev, Institutional Erasmus+ Coordinator	19/09/2017	

⁸ Scanned signatures are accepted