Erasmus+ Programme

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

Inter-institutional[1] agreement 2016-2021[2] 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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
University of West Bohemia International Office Univerzitní 20, 306 14 Plzeň Czech Republic **Faculty of Law University of West Bohemia** Sady Pětatřicátníků 14 306 14 Plzeň, Czech Republic	**CZ PLZEN01**	**Institutional Coordinator:** Mgr. Jana Ovsjanniková tel/fax +420 377 635 702/773 E-mail: erasmus@service.zcu.cz **Departmental Coordinator:** JUDr. Monika Forejtová, Ph.D. tel./fax.: +420 377 637 442 E-mail: jurcova@kup.zcu.cz	http://www.zcu.cz/en/ects/
PLOVDIVSKI UNIVERSITET "PAISII HILENDARSKI"	**BG PLOVDIV04**	Institutional Erasmus Coordinator marianas@uni-plovdiv.bg; Assoc.Prof.PhD Maria Stoyanova; International Relations Office - Agreements' Administrator Nadya Kaneva; nadya@uni-plovdiv.bg; Law Faculty Erasmus Coordinator Assist. Prof. Angel Shopov, PhD;	https://uni-plovdiv.bg +359 32261462 https://uni-plovdiv.bg/pages/index/28/ + 359 32 261 363 http://en.law.uni-plovdiv.bg/ angel.shopov@gmail.com

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[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.

B. Mobility numbers[3] per 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 1st , 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods for 1 ac. year*]	Student Mobility for Traineeships *
CZ PLZEN01	BG PLOVDIV04	042	LAW	2nd ,3rd	2 x10= 20	N/A
BG PLOVDIV04	CZ PLZEN01	042	LAW	2nd ,3rd	2 x10=20	N/A

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 or average duration *]	Staff Mobility for Training *
CZ PLZEN01	BG PLOVDIV04	042	LAW	2 x 5= 10	2 x 5=10
BG PLOVDIV04	CZ PLZEN01	042	LAW	2 x 5 = 10	2 x 5=10

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[4]	
				Student Mobility for Studies	Staff Mobility for Teaching

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[3] 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)

[4] 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

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
CZ PLZEN01	042	EN	CZ	B2	B2
BG PLOVDIV04	042	BG	EN Some courses	B1 EN or BG	B2 EN or BG

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

[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]
CZ PLZEN01	**15(May)**	**30(November)**
BG PLOVDIV04	Deadline **30 June**	Deadline **30 November**
BG PLOVDIV04: Academic Year (Courses Period)	October 1st – February 20th October – 20th January	February 21st – June 30th End of February – End of May

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

2. The receiving institution will send its decision **within 5 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]*

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

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 [Erasmus code]	Contact details (email, phone)	Website for information
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
BG PLOVDIV04	iro@uni-plovdiv.bg Tel + 359 32 261 363 Fax + 359 32 635 049	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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
BG PLOVDIV04	iro@uni-plovdiv.bg Tel + 359 32261363 Fax + 359 32635049	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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
BG PLOVDIV04	iro@uni-plovdiv.bg Tel + 359 32261363 Fax + 359 32635049	https://uni-plovdiv.bg/pages/index/160/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
CZ PLZEN01	Doc. *LADISLAV ČEPIČKA, Ph. D.* **Vice-rector for academic affairs**	7 -04- 2015	
BG PLOVDIV04	**Prof. Zapryan Kozludzhov, PhD** **Rector**	16.12. 2014	