



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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)
PLOVDIV UNIVERSITY "PAISII HILENDARSKI"	BG PLOVDIV04	Mrs Nadya Kaneva International Relation Office, Plovdiv University, 24, Tsar Asen st., 4000 Plovdiv, Bulgaria Email: nadya@uni-plovdiv.bg Academic contact: Prof. Evgenia Ivanova, PhD Director of Filial Smolyan Email: e.ivanova@gmail.com Assoc.Prof. Elena Nikolova, DSc, Erasmus Coordinator Email: elenatn@abv.bg Assoc.Prof. Ilia Iliev, PhD Vice Dean of Biology Faculty e-mail: ilialiev@uni-plovdiv.bg	https://www.uni-plovdiv.bg https://www.uni-plovdiv.bg/smolyan
Maria Curie- Sklodowska University 53428-LA-1-2014-1- PL-E4AKA1-ECHE	PL LUBLIN01	Mr. Ryszard Straszynski, Institutional Coordinator DS Femina, ul. Langiewicza 20 , 20-035 Lublin, Poland tel. (+48) 815375218, tel./fax (+48) 815375410 e-mail: ryszard.straszynski@poczta.umcs.lublin.pl ;	www.umcs.lublin.pl

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 Biology and Biotechnology		Departmental Coordinator Dr Monika Janczarek tel. (+48)815375974 mon.jan@poczta.umcs.lublin.pl	http://www.biolbiot.umcs.lublin.pl

B. Mobility numbers⁵ 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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
BG PLOVDIV04	PL LUBLIN01	421	Biology	1 st	10 (2 Students x 5 Months)	---
PL LUBLIN01	BG PLOVDIV04	421	Biology	1 st	15 (3 students x 5 months)	---

[*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.]

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 or average duration*]	
BG PLOVDIV04	PL LUBLIN01	421	Biology	(2 x 1 Week) 2 Lecturers	X

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 LUBLIN01	BG PLOVDIV04	421	Biology	7 days (1 week)	1 (5 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG PLOVDIV04		Bulgarian, English Russian	English	BG, Eng, RU-B1	
PL LUBLIN01		Polish	English (selected courses)	English B1	English 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 PLOVDIV04

PL LUBLIN01

1. Application documents for students include: application form, Learning Agreement, transcript of records.
2. Exchange studies for PhD students are organized according to individual plans.
3. International staff members should enquire about teaching appointments or traineeship visits directly with the departmental coordinators of the respective partner faculty.
4. *Available within the philological studies of English, German, French, Spanish, Russian, Ukrainian, and Slavic studies (Belarussian, Bulgarian).

PL LUBLIN01: for organization of student mobility please contact Erasmus Office at www.umcs.lublin.pl/dwz ; for organization of Staff mobility please contact departmental coordinator at the Institute of Slavic Philology: <http://www.umcs.lublin.pl/slowianska>

E. Calendar

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

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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG PLOVDIV04	15 May https://www.uni-plovdiv.bg/smolyan	30 November https://www.uni-plovdiv.bg/smolyan
PL LUBLIN01	15 May www.umcs.lublin.pl/dwz	30 November www.umcs.lublin.pl/dwz

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

2. The receiving institution will send its decision **within 4 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

In case of earlier 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 June of year N will only take effect as of 1 September of year N+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

BG PLOVDIV04 uses the standard Bulgarian grading system ranging from 2 (fail) to 6 (excellent).

- 6. = (*отличен*) = excellent,
- 5 = (*много добър*) = very good,
- 4. = (*добър*) = good;
- 3. = (*среден*) = satisfactory,
- 2. = (*слаб*) = failing.

PL LUBLIN01 uses the standard Polish grading system ranging from 2 (fail) to 5 (very good).

Often the marks "+" and "-" are added to the principal grades.

- 5. = (*bardzo dobry*) = very good,
- 4.5 / 4+ = (*dobry +*) = good plus,
- 4. = (*dobry*) = good;
- 3.5 / 3+ = (*dostateczny +*) = satisfactory plus,
- 3. = (*dostateczny*) = satisfactory,
- 2. = (*niedostateczny*) = unsatisfactory / failing.

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
BG PLOVDIV04	Erasmus Office	https://www.uni-plovdiv.bg/
PL LUBLIN01	Erasmus Office Tel/fax +48815375410	www.umcs.lublin.pl/dwz

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
BG PLOVDIV04	Erasmus Office	https://www.uni-plovdiv.bg/
PL LUBLIN01	Erasmus Office Tel/fax +48815375410	www.umcs.lublin.pl/dwz





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
BG PLOVDIV04	pufilial_sm@abv.bg Tel./fax: +359 301 62339	https://www.uni-plovdiv.bg/smolyan
PL LUBLIN01	Erasmus Office: Student Office: akademik@umcs.lublin.pl	www.umcs.lublin.pl/dwz

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
BG PLOVDIV04	Prof. Dr. Zapryan Kozludzov, Rector	12.03.14	 
PL LUBLIN01	Prof. dr hab. K. Trębacz Dean of Faculty of Biology and Biotechnology	18.02.10	 DZIEKAN prof. dr hab. Kazimierz Trębacz
	Vice-rector of Marie Curie-Skłodowska University in Lublin		 PROREKTOR dr hab. Barbara Hlibowicka-Węglarz prof. nadzw.

⁷ Scanned signatures are accepted