



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

2022/2023-2027/2028

Key Action 1

Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme ¹

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about the higher education institutions

Name of the institution	Erasmus code	Contact details	Websites
University of Vienna	A WIEN01 International Office	Institutional Coordinator: Krall, Karin Inter-Institutional Agreements: erasmus.agreements@univie.ac.at +43 1 4277 18292 erasmus.incoming@univie.ac.at +43 1 4277 18250 staffmobility@univie.ac.at Departmental coordinator Dolmanitz, Kathrin international.wiwi@univie.ac.at	General Website: https://international.univie.ac.at/en/student-mobility/incoming-students/erasmus-student-exchange/ For course catalogue, click here .
University of Plovdiv	BG PLOVDIV04	Institutional Coordinator Assoc. Prof. Boryan Yanev; byanev@uni-plovdiv.bg ; +359 32 261 478 Departmental Coordinator Asst. Aygun Erturk, PhD, aygun.erturk@uni-plovdiv.bg , +359 32 261 414	https://iro.uni-plovdiv.bg/en/application-procedure

B. Mobility numbers² per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education - Clarification (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)*	Student Mobility for Studies (total number of students and months)	
						Student Mobility for Studies [total number of students]	Student Mobility for Studies [total number of months]
BG PLOVDIV04	A WIEN01	0311	Economics	Economics	1st 2nd	1	5,00
A WIEN01	BG PLOVDIV04	0311	Economics	Economics	1st 2nd	1	5,00
BG PLOVDIV04	A WIEN01	0410	Business and administration, not further defined	(International) Business Administration	1st 2nd	1	5,00
A WIEN01	BG PLOVDIV04	0410	Business and administration, not further defined	(International) Business Administration	1st 2nd	1	5,00

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

*At the University of Vienna, only 4-digit ISCED-codes are applicable. <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	(optional)* [ISCED]	(optional)*	Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]
BG PLOVDIV04	A WIEN01	0311	Economics	1	5.00
A WIEN01	BG PLOVDIV04	0311	Economics	1	5.00
BG PLOVDIV04	A WIEN01	0410	Business and administration, not further defined	1	5.00
A WIEN01	BG PLOVDIV04	0410	Business and administration, not further defined	1	5.00

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:

Institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
A WIEN01		German	English	1: B2 2: B2	1: 2:

BG PLOVDIV04		Bulgarian	English	1: B1 2: B1	1: 2:
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D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution	Autumn term	Spring term
A WIEN01	May 1 st	November 1 st
BG PLOVDIV04	30 June	30 November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term*	Spring term* [day/month]
A WIEN01	May 10 th	November 10 th , see also: https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
BG PLOVDIV04	30 June	30 November

Receiving institution	Contact details (email, phone)	Website for information
A WIEN01	erasmus.incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/

BG PLOVDIV04	dimitarkaramitev@uni-plovdiv.bg	https://iro.uni-plovdiv.bg/en/application-procedure
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Application procedure for incoming students

The receiving institution will send its decision within 5 weeks, and no later than 5 weeks.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution	Website for information
A WIEN01	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
BG PLOVDIV04	https://iro.uni-plovdiv.bg/en/application-procedure

Receiving institution	Website for information
A WIEN01	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
BG PLOVDIV04	https://iro.uni-plovdiv.bg/en/application-procedure

F. Information

1. 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	Contact details	Website for information
A WIEN01	erasmus-incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
BG PLOVDIV04	dimitarkaramitev@uni-plovdiv.bg	https://iro.uni-plovdiv.bg/en/application-procedure

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	Contact details	Website for information
A WIEN01	erasmus-incoming@univie.ac.at +43 1 4277 18250	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/
BG PLOVDIV04	dimitarkaramitev@uni-plovdiv.bg	https://iro.uni-plovdiv.bg/en/application-procedure

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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	Contact details	Website for information
A WIEN01	erasmus-incoming@univie.ac.at	https://international.univie.ac.at/studierendenmobilitaet/incoming-students/erasmus-studienaufenthalte/

	+43 1 4277 18250	
BG PLOVDIV04	dimitarkaramitev@uni-plovdiv.bg	https://iro.uni-plovdiv.bg/en/application-procedure

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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
A WIEN01	Barbara Good Head, International Office		
BG PLOVDIV04	Assoc. Prof. Boryan Yanev, PhD Institutional Erasmus Coordinator Vice-Rector		

³ Scanned signatures are accepted