



**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff
between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

- KA131 Higher education mobility supported by internal policy funds

Information about the higher education institutions

Name of the institution	Erasmus code	Contact details ² (email, phone)	Websites
Sapienza University of Rome	I ROMA01	<p>Sapienza Erasmus Institutional Coordinator Prof. Fiorenza Deriu</p> <p>Faculty of Mathematics, Physics and Natural Sciences Academic Mobility Coordinator Prof. Ilaria Fratoddi ilaria.fratoddi@uniroma1.it Tel: +390649913182</p> <p>Faculty of Mathematics, Physics and Natural Sciences</p>	<p>General: https://www.uniroma1.it/it/</p> <p>Faculty of Mathematics, Physics and Natural Sciences: https://web.uniroma1.it/fac_smfn/international</p> <p>Course catalogue: https://corsidilaurea.uniroma1.it/en</p>

		Agreement Promoter Prof. Giovanna Serino giovanna.serino@uniroma1.it Faculty of Mathematics, Physics and Natural Sciences International mobility office Dr. Francesco Serrano erasmusmfn@uniroma1.it Tel: +390649912398	
PAISII HILENDARSKI UNIVERSITY OF PLOVDIV	B PLOVDIV04	Institutional Erasmus Coordinator Assoc. Prof. Boryan Yanev; byanev@uni-plovdiv.bg; +359 32 261 478 Agreements' Administrator Radosveta Mishevska; iro_pu@abv.bg; + 359 32 261 363	https://iro.uni-plovdiv.bg/en/application-procedure

2. Mobility numbers per academic year

FROM	TO	Field of education	Field of education - clarification	Level of education [EQF]	Number of mobility periods			
					Student Mobility	Student Mobility	Staff Mobility	Staff Mobility
I ROMA01	PLOVDIV 04	0521	Environmental Sciences	1,2,3	1	6	2	5
B GPLOVDI V 04	I ROMA01	0521	Environmental Sciences	1,2,3	1	6	2	5

1. Recommended language skills

Receiving institution	Language of instruction 1	Language of instruction 2	Recommended level	
			Student Mobility	Staff Mobility
I ROMA01	Italian	English	Italian B1 recommended (No certificate required) English B1 recommended (No certificate required)	English B2 recommended
BG PLOVDIV04	Bulgarian	English	B1	B2

2. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ credit mobility period at their institution. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
I ROMA01	https://www.uniroma1.it/it/pagina/students-coming-sapienza erasmusincoming@uniroma1.it - erasmusmfn@uniroma1.it
BG PLOVDIV04	https://iro.uni-plovdiv.bg/en/application-procedure

3. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution	Term duration	Deadline ³
I ROMA01	<p>Autumn Term: from the end of September to the end of December. Examination period: January-February</p> <p>Spring Term: from the end of February to the end of May. Examination period: June-July</p> <p>Examinations: September only for exchange students staying for 1 academic year (2nd + 1st semester)</p>	<p>Fall semester: Nomination within May 15th. An online application form will have to be filled out by the students by June 15th.</p> <p>Spring semester: Nominations within October 15th. An online application form will have to be filled out by the students by November 15th. https://www.uniroma1.it/it/pagina/students-coming-sapienza</p>
BG PLOVDIV04	<p>Autumn Term: from October to January Spring Term: from February to June</p>	<p>30 June 30 November</p>

³ Please specify the deadline for each term and, if necessary, adapt to a trimester system.

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution	Contact details	Website for information
I ROMA01	erasmusincoming@uniroma1.it	https://www.uniroma1.it/it/pagina/students-coming-sapienza
BG PLOVDIV 04	dimitarkaramitev@uni-plovdiv.bg	https://iro.uni-plovdiv.bg/en/application-procedure

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	I ROMA01	https://www.uniroma1.it/it/pagina/students-coming-sapienza
CV		
Motivation letter		
Other		
Academic requirements	BG PLOVDIV04	https://iro.uni-plovdiv.bg/en/application-procedure

4. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)⁴.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to

⁴ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & support measures	Institution	Contact details	Website for information & arrangements
Accommodation	I ROMA01	erasmusincoming@uniroma1.it erasmusmfn@uniroma1.it	Student Housing Sapienza Università di Roma Home CLA - Centro Linguistico d'Ateneo Students coming to Sapienza Sapienza Università di Roma
Language Support			
Visa			

Insurance			Office for students with disabilities and specific learning difficulties – Contacts Sapienza Università di Roma
Inclusion of participants with fewer opportunities			
Mentoring			
Grant payments			
Alumni information			
Accommodation	B PLOVDIV04	dimitarkaramitev@uni-plovdiv.bg	https://iro.uni-plovdiv.bg/language/en/students/
Language Support			
Visa			
Insurance			
Inclusion of participants with fewer opportunities			
Mentoring			
Grant payments			
Alumni information			

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

Transcript of Records

Issued by the International Office directly to the student at the end of the exchange period.

- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile

student.


- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
- Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
- A Transcript of Records will be issued by the receiving institution no later than [x] 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]*
- Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

5. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)⁵. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	Website for information
I ROMA01	The Italian University system is organised in 3 cycles: the 1st cycle academic degree, that is the "Laurea" (Bachelor degree), grants access to the 2nd cycle, the "Laurea Magistrale" (Master's degree), corresponding to the 2nd cycle and giving access to 3rd cycle doctorate programmes resulting in the PhD degree called "Dottorato di Ricerca". Italian universities use the European Credit Transfer System (ECTS) to evaluate and measure the workload of single courses and entire qualifications. ECTS credits represent the total student workload (class time, individual study, exam preparation, practical work, etc.) needed to complete a module/programme. According to Italian legislation, one ECTS corresponds in Sapienza to one CFU credit, equivalent to 25 hours. CFU and ECTS are the same. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade, and 30 cum laude is the highest grade.
BG PLOVDIV04	https://iro.uni-plovdiv.bg/language/en/students/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ⁶
I ROMA01	Sapienza Erasmus Institutional Coordinator Prof. Fiorenza Deriu		
	Faculty of Mathematics, Physics and Natural Sciences Academic Mobility Coordinator Prof. Ilaria Fratoddi		
	Faculty of Mathematics, Physics and Natural Sciences Agreement Promoter Prof. Giovanna Serino		
BG PLOVDIV04	Assoc. Prof. Boryan Yanev, PhD Institutional Erasmus Coordinator Vice-Rector	03.06.2024	