



Erasmus+ Programme

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

Inter-institutional agreement 2014-21 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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
TECHNICAL UNIVERSITY – SOFIA, 8 Kl. Ohridski Blvd. 1000 Sofia Prof. Dr. Eng. Valeri Mladenov, Vice Rector, Institutional Erasmus coordinator; Faculty of Computer System and Control EUC: 66389	BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova, Erasmus exchange coordinator: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655, 8 Kl. Ohridski Blvd., 1000 Sofia/Bulgaria Faculty (agreement coordinator): Assoc. Prof. PhD. Daniela Minkovska Faculty of Computer System and Control: E mail: daniela@tu-sofia.bg Tel. +359(02) 9653317, 8 Kl. Ohridski Blvd., 1000 Sofia/Bulgaria	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
Vilnius University Universiteto 3, LT-01513 Vilnius,	LT VILNIUS01	University Erasmus coordinator: Milda Girdzijauskaitė	Contact details: http://www.vu.lt/en/studies/contacts

Lithuania	Office of International Programmes and Relations Tel. +370 5 268 7048 E-mail: milda.girdzijauskaitė@cr.vu.lt Academic coordinator: dr. Saulius Maskeliūnas VU Institute of Mathematics and Informatics (IMI), Akademijos str. 4, Vilnius, LT-08663 Vilnius, Lithuania Tel. +370 5 2109342 E-mail: saulius.maskeliunas@mii.vu.lt Contact person in charge of this agreement: Prof. Dr. Valentina Dagienė Dept. of Informatics Methodology, VU IMI, Akademijos str. 4, LT-08663 Vilnius, Lithuania Tel. +370 5 210 9732, E-mail: valentina.dagiene@mii.vu.lt	Information for incoming students: http://www.vu.lt/en/studies/exchange-students Course catalogue: http://www.vu.lt/en/studies/exchange-students/courses-taught-in-foreign-languages
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B. Mobility numbers¹ 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 Traineeships *
					[total number of months of the study periods or average duration*]	
BG SOFIA16	LT VILNIUS01	061	Information and Communications Technologies	1 st , 2 nd , 3 rd	2 students/ 10 months	2 students/ 10 months
LT VILNIUS01	BG SOFIA16	061	Information and Communications Technologies	1 st , 2 nd , 3 rd	2 students/ 10 months	2 students/ 10 months

¹ 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>

[*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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
BG SOFIA16	LT VILNIUS01	061	Information and Communications Technologies	2 teachers 2 weeks,	2 members
LT VILNIUS01	BG SOFIA16	061	Information and Communications Technologies	2 teachers 2 weeks,	2 members

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 level²	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
BG SOFIA16	061	Bulgarian	English	A1 or higher	B1
LT VILNIUS01	061	English		B1	B2

Remarks: Based on the learning agreement (courses chosen or project work) students may need to hand in an official document from the sending HEI or respective institution, stating the required language level in EN/DE/FR, RU Language. (Please select the relevant term!).

² 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>

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

TU – Sofia, BG SOFIA16:

1/ Incoming Exchange Students are required to agree on the duration and kind of studies (study courses or project work) with the faculty (agreement coordinator) prior arrival at TU – Sofia.

2/ TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.

LT VILNIUS01:

Information for incoming students: <http://www.vu.lt/en/studies/exchange-students>

Information for students with special needs: <http://www.vu.lt/en/studies/practical-information/56-studies/studies/2506>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG SOFIA16	TU – Sofia needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 May (students who need a visa) ▪ 15 June (students who do not need a visa) 	TU – Sofia needs to receive the signed & complete application package by <ul style="list-style-type: none"> ▪ 1 October (students who need a visa) ▪ 15 November (students who do not need a visa)
LT VILNIUS01	June 1	November 15

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

TU – Sofia, BG SOFIA16:

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

3. A Transcript of Records will be issued by TU faculties no later than [5] weeks after the assessment period has finished, but not later than 30 September 20XX of the Erasmus academic year (in effect as of 1 September 20XX -1.). Every student must pick up the transcript him/herself! The TU Sofia will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

In case that one partner decides to terminate the agreement, all partners need to be notified by 1 September 20XX at the latest. The decision will take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

LT VILNIUS01:

2. *The receiving institution will send its decision within 2 weeks after the deadline.*
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*

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. 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. 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

TU – Sofia, BG SOFIA16: <http://www.tu-sofia.bg/Erasmus/index.html>

ECTS grade	points	mark	Bulgarian-in words	English-in words
A	100-90	6.0	ОТЛИЧЕН	EXCELLENT Outstanding performance
B	89-80	5.0	МНОГО ДОБЪР	VERY GOOD Above the average standard but with some errors
C	79-70	4.0	ДОБЪР	GOOD Generally sound work with a number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3	ДОСТАТЪЧЕН	SUFFICIENT Performance meets the minimum criteria
F	49-0	2	СЛАБ /НЕДОСТАТЪЧЕН /	FAILED Substantial improvement necessary; requirement of further work

LT VILNIUS01: <http://www.vu.lt/en/studies/academic-information>

2. Visa

[F.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 SOFIA16	International integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Mrs. D. Margenova: E mail: margenova@tu-sofia.bg	http://www.mfa.bg/setlang/en/ http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
LT VILNIUS01	Office of International Programmes and Relations Tel.: +370 5 2687150 E-mail: trs@cr.vu.lt	http://www.vu.lt/en/studies/practical-information/56-studies/studies/2503

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 SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
LT VILNIUS01	Office of International Programmes and Relations Tel.: +370 5 2687150 E-mail: trs@cr.vu.lt	http://www.vu.lt/en/studies/practical-information/56-studies/studies/2505

4. Housing

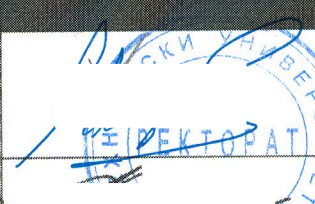
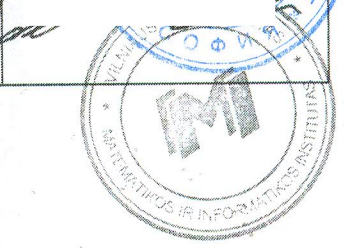
The receiving institution will guide incoming mobile participants in finding

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 SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
LT VILNIUS01	Agata Cesnovic, Accommodation Officer E-mail: agata.cesnovic@cr.vu.lt Tel.: +370 5 268 7168	http://www.vu.lt/en/studies/practical-information/81-studies/studies/practical-information/389-accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
BG SOFIA16	Vice Rector: Prof. Dr. - Eng. Valeri Mladenov TECHNICAL UNIVERSITY OF SOFIA 8, KLIMENT OHRIDSKI BLVD. Tel.: +359 2 8083215		
LT VILNIUS01	Director of the Institute of Mathematics and Informatics: Prof. Gintautas Dzemyda	2015.02.09	

³ Scanned signatures are accepted