



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021

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 ¹ (email, phone)	Website (eg. of the course catalogue)
Agricultural University - Plovdiv	BG PLOVDIV 01	<i>Erasmus Institutional Coordinator:</i> Prof. Nelly Bencheva, PhD Vice Rector International Relations Bencheva@gmail.com tel: +359 32 654 301, fax: +359 32 654 345 <i>Erasmus exchange coordinator</i> Dora Ivanova inter@au-plovdiv.bg ; tel/fax: +359 32 654 345	www.au-plovdiv.bg Application documents Course Catalogue
INSTITUTO POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt Dr. ^a Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en

B. Mobility numbers² 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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
BG PLOVDIV01	P CASTELO01	62	Agriculture	1 st ; 2 nd	10 months (2 students x 5 months)	
P CASTELO01	BG PLOVDIV01	62	Agriculture	1 st ; 2 nd	10 months (2 students x 5 months)	

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

² 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>

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 *
BG PLOVDIV01	P CASTELO01	62	Agriculture	14 days (2 persons x 7 days)	7 days (1 persons x 7 days)
P CASTELO01	BG PLOVDIV01	62	Agriculture	14 days (2 persons x 7 days)	7 days (1 persons x 7 days)

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG PLOVDIV01	all	Bulgarian	English	B1	B2
P CASTELO01	All	Portuguese	English	B1	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 PLOVDIV01

Student mobility

Students have to send to the Erasmus Exchange coordinator – inter@au-plovdiv.bg

- Application Form – to which are included Accommodation Form and Certification of nomination and knowledge of English language
- Learning/Training Agreement
- Transcript of records
- Copy of ID card
- Two photos
- European Health Insurance Card (only for EU citizens) and/or private insurance

Teaching staff mobility and non-teaching staff mobility

The *Teaching programme* or *Working programme* form duly filled in and signed by home university should be sent to the Erasmus Exchange coordinator – inter@au-plovdiv.bg.

Agricultural University accepts students and staff with disabilities after receiving detailed information about their special needs. The decision for acceptance is based on reviewing the specific student/staff case.

³ 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>

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 PLOVDIV01	15 June	15 Dec.
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

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

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 PLOVDIV01

Bulgarian university grading system

Six grade scale: Excellent (6) being the highest possible and the lowest positive Satisfactory (3), i.e.

- Excellent 6
- Very Good 5
- Good 4
- Satisfactory 3
- Fail 2

Converting ECTS Grades to BG National Grades		
ECTS grades	National Grades	Description
A	Excellent 6	Outstanding performance with only minor errors
B	Very Good 5	Above the average standard but with some errors
C	Good 4	Generally sound work with a number of notable errors
D, E	Satisfactory 3	Fair but with significant shortcomings
FX, F	Fail 2	Considerable further work is required

P CASTELO01:

1 full academic year = 60 credits

1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 - Excellent

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 PLOVDIV01	International Relations / Erasmus Office inter@au-plovdiv.bg	http://www.mfa.bg/en/pages/109/index.html
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN/asp/page.aspx

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 PLOVDIV01	International Relations / Erasmus Office inter@au-plovdiv.bg	http://www.en.nhif.bg/web/guest/home
P CASTELO01	European Commission (Employment , Social Affairs & Inclusion)	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.ipcb.pt/en/index.php/before-departure



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 PLOVDIV01	International Relations / Erasmus Office inter@au-plovdiv.bg	http://www.au-plovdiv.bg/en/content.php?id=8
P CASTELO01	Paula Ribeiro gri@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
BG PLOVDIV01	Prof. Nelly Bencheva, PhD Vice Rector International Relations	28/02/2014	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	25/02/2014	

⁴ Scanned signatures are accepted