



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[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)
University of Agribusiness and Rural Development, Bulgaria	BG PLOVDIV09	Institutional Coordinator: Prof. Mariana Ivanova, PhD mivanova@uad.bg Tel.: +359 32 960 356 Fax: +359 32 960 406 International	www.uad.bg http://www.uad.bg/files/custom_files/files/erasmus/Erasmus%20guide_UAD.pdf

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.

		Relations Office/Erasmus Office: Stanislava Bikova erasmus@uad.bg sbikova@uad.bg Tel.: +359 32 966 811	
Università degli Studi di Messina	I MESSINA01	Institutional Coordinator Dott. Giuseppe Lucchese International Relations Organisational University of Messina Piazza Salvatore Pugliatti n.1 98122 Messina Italy Phone: +39 090 6768534 e-mail: glucchese@unime.it erasmus@unime.it	http://www.unime.it
Department of Economics		Academic Coordinator: Prof. Maurizio Lanfranchi Dept of Economics e-mail: mlanfranchi@unime.it	

B. Mobility numbers⁵ 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 PLOVDIV 09	I MESSINA 01	0311	Economi cs	1 st , 2 nd	2 students	
		041	Business and Administ	1 st , 2 nd	2 students	
					10 months	
					10 months	

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>)

			ration			
		0412	Finance, Banking and Insurance	1 st , 2 nd	2 students 10 months	
		0413	Management and Administration	1 st , 2 nd	2 students 10 months	
		081	Agriculture	1 st , 2 nd	2 students 10 months	
		1015	Tourism	1 st , 2 nd	2 students 10 months	
I MESSINA 01	BG PLOVDIV 9	0311	Economics	1 st , 2 nd	2 students 10 months	
		041	Business and Administration	1 st , 2 nd	2 students 10 months	
		0412	Finance, Banking and Insurance	1 st , 2 nd	2 students 10 months	
		0413	Management and Administration	1 st , 2 nd	2 students 10 months	
		081	Agriculture	1 st , 2 nd	2 students 10 months	
		1015	Tourism	1 st , 2 nd	2 students 10 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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
BG PLOVDIV09	I MESSINA01	0311	Economics	2 staffs/ 14 days	2 staffs/ 14 days
		041	Business and Administr ation	2 staffs/ 14 days	2 staffs/ 14 days
		0412	Finance, Banking and Insurance	2 staffs/ 14 days	2 staffs/ 14 days
		0413	Managem ent and Administr ation	2 staffs/ 14 days	2 staffs/ 14 days
		081	Agricultur e	2 staffs/ 14 days	2 staffs/ 14 days
		1015	Tourism	2 staffs/ 14 days	2 staffs/ 14 days
I MESSINA0 1	BG PLOVDIV09	0311	Economics	2 staffs/ 14 days	2 staffs/ 14 days
		041	Business and Administr ation	2 staffs/ 14 days	2 staffs/ 14 days
		0412	Finance, Banking and Insurance	2 staffs/ 14 days	2 staffs/ 14 days
		0413	Managem ent and Administr ation	2 staffs/ 14 days	2 staffs/ 14 days
		081	Agricultur e	2 staffs/ 14 days	2 staffs/ 14 days

		1015	Tourism	2 staffs/ 14 days	2 staffs/ 14 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 <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
BG PLOVDIV09		Bulgarian	English	B1 English	B2 English
I MESSINA01		Italian	-	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

I MESSINA01

The University of Messina welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please see the following link: http://www.unime.it/sezione_disabili/

BG PLOVDIV09

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>

1. Language course: University of Agribusiness and Rural Development provides a preparatory Bulgarian language course specially designated for admitted foreign applicants. The language course finishes with both written and oral examination conducted by a commission. Applicants who have command of Bulgarian language could pass the exams without entering the preparatory course. The specialized language training finishes with exams in all disciplines according to the curriculum. The courses are free of charge and offered with duration of 1 semester or 1 academic year.

2. The required proficiency of English language for Student Mobility for Studies is B1; for Staff Mobility for Teaching (STA) and Staff Mobility for Training (STT) is B2.

3. Home universities should send nomination letter for both type of mobilities – Student and Staff Mobilities. Host university is required to send Invitation letter for Staff mobility and Acceptance letter for Student mobility.

4. Foreign students are required to choose relevant subjects according to their study plan in home university, to fill in the Application Form and other required documents from the website of UARD: <http://www.uard.bg/en/pages/view/119>

5. Academic Advising: Advisors are available for guidance, assistance and support during the course of study.

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 PLOVDIV09	June 30 th (autumn term starts in September-October)	December 31 st (spring term starts in February)
I MESSINA01	Nomination deadline: May 15th Application Form: May 30 th	Nomination deadline: October 15 th Application Form: October 30 th

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

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

3. A Transcript of Records will be issued by the receiving institution no later than **4 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]*

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

BG PLOVDIV09: the following scale is used for all types of evaluations/examinations:

Grading system (**University of Agribusiness and Rural Development**)
http://www.uard.bg/files/custom_files/files/erasmus/Erasmus%20guide_UARD.pdf

National grade		ECTS grade
Excellent	5.50 ÷ 6.00	A
Very good	4.50 ÷ 5.49	B
Good	3.50 ÷ 4.49	C
Fair	3.00 ÷ 3.49	D
Fail	2.00	E

I MESSINA01

<http://relint.unime.it/en/internazionalizzazione/diploma-supplement/>

<http://relint.unime.it/files/2012/09/Tabelle-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>

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.

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 PLOVDIV09	Stanislava Bikova sbikova@uard.bg	
I MESSINA01	relint@unime.it	http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf (see Compulsory fulfillments-Italian immigration rules)

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 PLOVDIV09	Stanislava Bikova sbikova@uard.bg	
I MESSINA01	relint@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Health insurance)



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 PLOVDIV09	Stanislava Bikova sbikova@uard.bg	
I MESSINA01	relint@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Accommodation and meals)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
BG PLOVDIV09	Prof. Dr. Eng. Dimitar DIMITROV Rector of UARD Tel.: +359 32 960 360 Fax: +359 32 960 406 Email: rector@uard.bg	19.07.2016	
I MESSINA01	Prof. Pietro Navarra Rector	11/07/2016	

⁸ Scanned signatures are accepted