

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	TECHNICAL UNIVERSITY - SOFIA
Erasmus Code	BG SOFIA16
EUC	66389-LA-1-2014-1-BG-E4AKA1-ECHE
Institution Web site	www.tu-sofia.bg
International relations office Web site	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
Online course catalogue	http://www.tu-sofia.bg/eng_new/ECTS/ectas/Ac_calendar06-07_En.pdf

1.2. Main contacts

Contact person	PROF. DR. –ENG. VALERI MLADENOV, VICE RECTOR
Responsibility	Erasmus Institutional coordinator
Contact details	Tel. : +359/02/9652131, Fax: +359/02/8682131

Contact person	Ms. Olga Ignatova
Responsibility	Administrative contact for bilateral agreements
Contact details	Tel. +359/02/9653436; E mail: oignatova@tu-sofia.bg

Contact person	Ms. Dimitrinka Marguenova
Responsibility	Contact person for outgoing students/staff
Contact details	Tel. +359/02/9652655; E mail: margenova@tu-sofia.bg

Contact person	Ms. Mira Momchilova
Responsibility	Contact person for incoming students/staff
Contact details	Tel. +359/02/9652655; E mail: mimomchilova@tu-sofia.bg

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies		EN, DE, FR	B1
Staff Mobility for Teaching		EN, DE, FR	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

N.B.: Subject area and language of instruction to be specified by each separate case.

2.2. Additional requirements

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.

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	TU – Sofia needs to receive the signed & complete application package by ▪ 1 May (students who need a visa) 15 June (students who do not need a visa)
Spring term	TU – Sofia needs to receive the signed & complete application package by ▪ 1 October (students who need a visa) ▪ 15 November (students who do not need a visa)

2.3.2. Decision Response

We will send our decision within **5** weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than **5** weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

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

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Ms. Olga Ignatova, Ms. Dimitrinka Marguenova, Ms. Mira Momchilova
Responsibility	as above
Contact details	as above
Website	http://www.mfa.bg/setlang/en/ http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Ms. Olga Ignatova, Ms. Dimitrinka Marguenova, Ms. Mira Momchilova
Responsibility	as above

Contact details	as above
Website	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	Ms. Olga Ignatova, Ms. Dimitrinka Marguenova, Ms. Mira Momchilova
Responsibility	as above
Contact details	as above
Website	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new

Details of annex submission:

Name of contact submitting this version:	Ms. Dimitrinka Marguenova
Responsibility:	Erasmus exchange coordinator
Date submitted:	05.04.2014
First academic year to which this version applies:	2014-2015