



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional<sup>1</sup> agreement 2014/15 -2020/21 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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Varna Free University "Chernorizets Hrabar "	BG VARNA01	<p><b>Institutional Erasmus/ ECTS Coordinator:</b> Prof. Valeri Stoyanov PhD Vice-Rector of Academic Affairs e-mail: stoyanov_v@vfu.bg tel.: +359 52 359 504</p> <p><b>Erasmus Coordinator:</b> Miglena Petkova International Affairs and Projects Office Varna Free University 'Chernorizets Hrabar' k.k Chaika, Varna 9007, Bulgaria Tel/Fax: +359 52 359 523 Email: <a href="mailto:erasmus@vfu.bg">erasmus@vfu.bg</a> <a href="mailto:varnafree@gmail.com">varnafree@gmail.com</a></p> <p><b>Departmental Erasmus Coordinator:</b> <b>Department "Administration and Management"</b> Assist. Prof. Gergana Zhelyazkova Tel.: ++ 359 52 359 602 E-mail: <a href="mailto:gzhelyazkova@yahoo.com">gzhelyazkova@yahoo.com</a></p> <p><b>Department "Informatics"</b> Assoc. Prof. Mariya Bruseva PhD Tel.: ++ 359 52 359 575 E-mail: <a href="mailto:mariya.bruseva@gmail.com">mariya.bruseva@gmail.com</a></p> <p><b>Faculty of Architecture</b> Assoc. Prof. Rositsa Petkova-Slipets PhD</p>	<p><a href="http://vfu.bg/en/ects_guide/">http://vfu.bg/en/ects_guide/</a></p> <p><a href="http://vfu.bg/en/erasmus/">http://vfu.bg/en/erasmus/</a></p>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



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 VARNA01	HU BUDAPES16	041	Business and administration	5 days (1 persons x 5 days)	
BG VARNA01	HU BUDAPES16	0212	Fashion, interior and industrial design	5 days (1 persons x 5 days)	
BG VARNA01	HU BUDAPES16	061	Information and Communication Technologies (ICTs)	5 days (1 persons x 5 days)	
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HU BUDAPES16	BG VARNA01		Administrative		5 days (1 persons x 5 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 <sup>4</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
HU BUDAPES16	BG VARNA01	Hungarian	English	B2 English	C1 English
BG VARNA01	HU BUDAPES16	English	Bulgarian	B1 (English) B2 (Bulgarian)	B2 (English) B2 (Bulgarian)

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>4</sup>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>

## D. Additional requirements

**HU BUDAPEST16:** In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Centre for International Mobility: [projectoffice@uni-obuda.hu](mailto:projectoffice@uni-obuda.hu)  
Application process: <http://erasmus.uni-obuda.hu/en>

### BG VARNA01:

- VFU recommends checking and being sure for the instruction language/ECTS/hours of the relevant course(s) through Erasmus Coordinator at International Affairs and Projects Office or Erasmus Departmental Coordinators of the relevant faculty.
- VFU has the infrastructure to welcome students and staff with disabilities
- The mother tongue at VFU is Bulgarian. If Erasmus students has sufficient knowledge in Bulgarian language they could enroll for all subject offered in the degree programme for his/her subject area.
- All students who have level B1 in English language could follow the offered English courses for 30 ECTS in every subject area.
- To all students is given the possibility to study in English, according to the subject area in which the student is enrolled
- In all department courses in English language are taught during the winter semester of each academic year.
- All incoming teachers are very welcome to teach either in English language or in Bulgarian language

## E. Calendar

1. Student application deadlines (1) and academic calendar (2):

Receiving institution	Winter term <sup>5</sup> [month]	Summer term <sup>6</sup> [month]
HU BUDAPEST16 Application deadlines	15 May	20 November
Academic Year (Courses Period)	Beginning of September – Middle of December	Beginning of February – Middle of May
Application deadlines	15 June	
Academic Year (Courses Period)	Beginning of October – End of June	

### HU BUDAPEST16

2. The receiving institution will send its decision within four weeks.
3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### BG VARNA01

2. The receiving institution will send its decision within 3 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.

<sup>5</sup>To be adapted in case of a trimester system.

<sup>6</sup>To be adapted in case of a trimester system.

4. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Grading systems at Varna Free University

#### BG VARNA01:

National grading system		Grade distribution guidance	ECTS Grade	
Excellent	5.50 – 6.00	5.75 – 6.00	A (10%)	95 % - 100%
		5.00 – 5.50	B (25 %)	80 % - 94%
Very good	4.50 – 5.49	4.25 – 4.75	C (30 %)	61 % - 79 %
		3.50 – 4.00	D (25 %)	46 % - 60 %
Good	3.50 – 4.49	3.00 – 3.25	E (10 %)	40 % - 45 %
		2.50 – 2.75	Fx	-
Satisfactory	3.00 – 3.49	2.00 – 2.25	F	-
Fail	2.00			

### 2. Description of the Hungarian grading system:

HU BUDAPES16: <http://erasmus.uni-obuda.hu/en/grading-system>

In Hungary the best mark is 5.

Grade	Definition
5	Excellent Outstanding performance with only minor errors
4	Good Generally sound work with a number of notable errors
3	Satisfactory Fair but with significant shortcomings
2	Sufficient Performance meets the minimum criteria
1	Fail Considerable further work is required

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 VARNA01	<a href="mailto:erasmus@vfu.bg">erasmus@vfu.bg</a> <a href="mailto:varnafree@gmail.com">varnafree@gmail.com</a> International Affairs and Projects Office tel./fax: +359 52 359 523	<a href="http://www.mfa.bg/setlang/en/">http://www.mfa.bg/setlang/en/</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni- obuda.hu,</a> +36-1 6665051	For Visa: <a href="http://konzuliszolgalat.kormany.hu/en">http://konzuliszolgalat.kormany.hu/en</a> For residence permit: <a href="http://www.bmbah.hu/jomla/index.php?lang=en">http://www.bmbah.hu/jomla/index.php?lang=en</a>

### 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 VARNA01	<a href="mailto:erasmus@vfu.bg">erasmus@vfu.bg</a> <a href="mailto:varnafree@gmail.com">varnafree@gmail.com</a> International Affairs and Projects Office tel./fax: +359 52 359 523	<a href="http://vfu.bg/en/erasmus/">http://vfu.bg/en/erasmus/</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni- obuda.hu,</a> +36-1 6665051	<a href="http://www.oep.hu/oepdok/fajlok/e.pdf">http://www.oep.hu/oepdok/fajlok/e.pdf</a>





### 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 VARNA01	<a href="mailto:erasmus@vfu.bg">erasmus@vfu.bg</a> <a href="mailto:varnafree@gmail.com">varnafree@gmail.com</a> International Affairs and Projects Office tel./fax: +359 52 359 523	<a href="http://vfu.bg/en/erasmus/">http://vfu.bg/en/erasmus/</a>
HU BUDAPES16	<a href="mailto:projectoffice@uni-obuda.hu">projectoffice@uni- obuda.hu,</a> +36-1 6665051	<a href="http://koll.uni-obuda.hu/index.php">http://koll.uni-obuda.hu/index.php</a>

## G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
BG VARNA01	Prof. Galya Gercheva DSc Rector of Varna Free University "Chernorizets Hrabar"	02/08/14	 
HU BUDAPEST16	Mária Dudás Director Centre for International Mobility	02/07/2014	 

<sup>7</sup>Scanned signatures are accepted