

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

Inter-institutional¹ agreement 2017-2021²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
South-West University “Neofit Rilski”- BULGARIA Faculty of Law and History	BG BLAGOEVO2	<i>Erasmus Coordinator</i> Stanislav Grozdanov 66 Ivan Mihaylov str. 2700, Blagoevgrad, Bulgaria stanislav_grozdanov@swu.bg <i>Faculty Coordinator</i> Assoc. Prof. Manol Stanin, PhD, stanin@law.swu.bg	www.swu.b g http://www .swu.bg/aca demic- activities/in ternational- relations- and- programs.a

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

Faculty of Economics		<i>Faculty Coordinator</i> Assoc. Prof. Milena Filipova, PhD emili2000@abv.bg	spx?lang=en
College of Economics, Hue University PIC 949129675	Hue, Vietnam	Dr. Pham Xuan Hung, Head of Science Technology and International Cooperation Office pxhung@hce.edu.vn Tel: (+84) 234 3691 165	http://www.hce.edu.vn/index.php
[...]			

B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city 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 * [Not relevant for calls 2015-2017]
BG BLAGOEVO 2		0412	Finance, Banking and Insurance			
		0414	Marketing and Advertising	1,2,3	4x5 months	2x3 months
		0488	Business, administration and law,			

⁷ 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>)

		0411	interdisciplinary programmes Accounting and taxation (04.3 - 344)			
		0311	Economics			
		1015	Travel, tourism, leisure			
College of Economics, Hue University		0412	Finance, Banking and Insurance	1,2,3	4x5 months	2x3 months
		0414	Marketing and Advertising			
		0488	Business, administration and law, interdisciplinary programmes			
		0411	Accounting and taxation (04.3 - 344)			
		0311	Economics			
		1015	Travel, tourism, leisure			

**the same for each year until the end of contract*

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 BLAGOEV02		0412	Finance, Banking and Insurance	2x14 days	2x7 days
		0414	Marketing and Advertising		
		0488	Business, administration and law, interdisciplinary programmes		
		0411	Accounting and taxation (04.3 - 344)		
		0311	Economics		
College of Economics, Hue University		1015	Travel, tourism, leisure	2x14 days	2x7 days
		0412	Finance, Banking and Insurance		
		0414	Marketing and Advertising		
		0488	Business, administration and law, interdisciplinary programmes		
	0411	Accounting and taxation (04.3 - 344)			

		0311	Economics		
		1015	Travel, tourism, leisure		

**the same for each year until the end of the contract*

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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG BLAGOEV02		English		B2	B2
College of Economics, Hue University		English		B2	B2

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal

⁸ 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>

access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

BG BLAGOEV02: none

College of Economics, Hue University requirements

The sending institution shall nominate the selected students and staff for mobility at College of Economics – Hue University by sending the following obligatory documents to Science, Technology & International Relations Office:

Compulsory documents for nomination of the selected candidates:

1. Nomination Letter, signed and stamped by the sending institution

Additional documents after the nomination:

1. Accommodation/Application form signed by the nominated students
2. Copy of passport/travel document for visa issuance
3. Language certificate

The documents shall be sent by e-mail to the Science, Technology & International Relations Office.

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; any split of organisational support funds among the partners; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

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

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
BG BLAGOEV02	Winter Semester – 30 June	Summer Semester – 30 November
College of Economics, Hue University	Winter Semester – 30 June	Summer Semester – 30 November

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

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 [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
 - by mutual consent
 - in the event of unilateral termination, a notice of at least one academic year should be given

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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."]

G. Information

1. Grading systems of the institutions

BG BLAGOEV02

<http://www.swu.bg/media/356019/information%20for%20incoming%20students.pdf>

College of Economics - Hue University

(1) Description of the institutional grading system

The in-progress grade and final examination grade are marked in 10 – point scale (from 0 to 10 marks), and rounded up to one decimal number. Next, 10 – point scale can be converted to 4 – point scale (written in numbers and letters) pursuant to Decision 43/2007/QD-BGD&DT of the Credit Training issued by Ministry of Education and Training.

	10 – point scale				Letter	Grade points	Definition
Passing	from	8.5	to	10.0	A	4	Excellent
	from	7.0	to	8.4	B	3	Good
	from	5.5	to	6.9	C	2	Average
	from	4.0	to	5.4	D	1	Below average
Failing	Below 4.0				F		

(2) Description of the graduation ranking system

GPA (4 – point scale)	Rank
3.60 – 4.0	Excellent
3.20 – 3.59	Very Good
2.50 – 3.19	Good
2.00 – 2.49	Average

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 or city]	Contact details (email, phone)	Website for information
BG BLAGOEV02	stanislav_grozdanov@swu.bg	http://www.swu.bg/media/356019/information%20for%20incoming%20students.pdf
College of Economics, Hue University	Science, Technology & International Relations Office; Tel: (+84) 234.3691 165 Email: pxhung@hce.edu.vn	http://www.hce.edu.vn/?cat_id=1178&id=986

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 on [Erasmus code or city]	Contact details (email, phone)	Website for information
BG BLAGOEV02	stanislav_grozdanov@swu.bg	http://www.swu.bg/media/356019/information%20for%20incoming%20students.pdf
College of Economics, Hue University	Science, Technology & International Relations Office; Tel: (+84) 234.3691 165 Email: pxhung@hce.edu.vn	http://www.hce.edu.vn/?cat_id=1178&id=986


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 or city]	Contact details (email, phone)	Website for information
BG BLAGOEV02	stanislav_grozdanov@swu.bg	http://www.swu.bg/media/356019/information%20for%20incoming%20students.pdf
College of Economics, Hue University	Science, Technology & International Relations Office; Tel: (+84) 234.3691 165 Email: pxhung@hce.edu.vn	http://www.hce.edu.vn/?cat_id=1178&id=986

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
BG BLAGOEV02	Assoc. Prof. Borislav Yurukov, PhD	27.04. 2018	 <div data-bbox="1169 472 1372 556" style="border: 1px solid black; padding: 2px;">Заличен подпис чл. 2, ал. 1 ЗЗЛД</div>
College of Economics, Hue University	Assoc. Prof. Tran Van Hoa, PhD Rector	27.04. 2018	<div data-bbox="1169 598 1372 682" style="border: 1px solid black; padding: 2px;">Заличен подпис чл. 2, ал. 1 ЗЗЛД</div>

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation