

## STUDENT AND DOCTORAL STUDIES ABROAD, FINANCED BY ERASMUS+ PROGRAM

/ procedure and documentation /

This option applies to all students and PhD students, graduate the second semester of his/her studies at TU-Varna

### I. Before studies

1. From the Erasmus+ web site of TU-Varna > English / British flag /> ERASMUS +> Student Mobility for Studies, the student gets acquainted with all the steps - Requirements, Apply, Departure, Reporting and the accompanying procedure.

2. By the green button "DOWNLOAD PACKAGE DOCUMENTS" the student withdraws the following documents:

- **Acceptance Letter.docx,**

- **Learning\_agreement\_studies.doc.**

/ The above documents are required for submission before signing the contract for financing. /

The student also downloads the document:

- **CONFIRMATION OF ERASMUS + MOBILITY.doc,**

which is required for submission to the Erasmus office after completion of the studies for its reporting.

3. The student chooses a desired university from the Erasmus+ > Partners Table, published on the TU-Varna web site, Erasmus + International Activity> Erasmus + Partners. He/She chooses disciplines from the offered on the website of the foreign university with the help of the Erasmus + Departmental Coordinator from his department, taking into account the curriculum for the respective semester here and their credits. The number of disciplines should not be less than 4.

4. The student follows the Erasmus training application procedure, which is specified on foreign university's website, taking into account the application deadlines. If necessary, consult the Erasmus Coordinator there and follow his instructions. If the student requires a letter of his nomination from TU-Varna, he / she receives it from our Erasmus office.

5. If the student does not provide a valid Host State Certificate, or B1 (as required by a foreign university) or higher, or a document for a state-level matriculation exam in that language, then the student should appear on periodically organized English language exam in TU-Varna.

6. The student presents at the Erasmus office of TU-Varna scanned copies of the following documents:

- Acceptance Letter.docx in 1 issue, completed and signed by the respective representative of the foreign university,

- Learning\_agreement\_studies.doc. in 3 copies, completed and signed by the respective representative of the foreign university, by the Dean of the student's faculty here and by the student himself. This document must be completed at this stage only in the "Before Mobility" section. One copy is for the student, the other is presented at a foreign university when he/she goes there, and the third stays at the Erasmus office.

7. The student completes with the help of an Erasmus office employee, he / she signs the application for participation in the program / without the field of his / her average success. Approves the application on the front office front desk of the NUC, where it fits in with its average grades rate and returns it to the Erasmus office.

8. The student presents at Erasmus office his / her bank account certificate issued from his / her Bulgarian bank. This certificate must be of a type that is issued free of charge by his / her bank.

9. The student comes to the Erasmus office and there an employee completes the form for the student's financing contract instead, prints it in 4 copies and the student signs it. 3-4 days later the student comes to the office and receives one copy of this contract after the document has already been signed by the Rector and is taken out of the TU-Varna registration office.

10. If the student is unable to sign the contract personally, he or she may send a relative or a friend with a notarized power of attorney document to the Erasmus office and sign it. A power of attorney form with minimum requirements can be downloaded from the same bundle of documents.

11. Within 30 days after signing the contract, 80% of the grant amount will be transferred to the student's account specified in the grant agreement. The amount of the grant is based on the number of days indicated in the grant agreement and by country where the training will be spent – from 520 to 470 euros per month. This amount is provided to the student to support all his or her expenses in connection with his / her training, including travel.

13. If the student's training continues less than the days specified in the grant agreement, then the student will receive less than the amount specified in the contract, proportionally to the number of days during the unrealized period.

14. Every student participating in the Erasmus+ program is required to put an online test to determine his / her linguistic level before and after the end of mobility if the working language during the mobility is alien to him / her. All participants whose level is lower than C1 are also offered a free online language course.

15. If the student's training is for the purpose of developing his / her diploma thesis, then the supervisor of the student's diploma thesis specifies the subject of the thesis, coordinates it with the host university through the Erasmus+ Departmental coordinator of the student and prepares the assignment. The diploma thesis is defended in TU-Varna, after it has been translated into Bulgarian and possibly in the host university, subject to such a mandatory requirement on the part of this university. If there is a discrepancy in grades, the one that is in favor of the student is accepted.

## II. After the studies

1. The student immediately completes and submits his / her 'online report' as a poll. The questionnaire is contained in a link to an Erasmus message that will be sent to the email address of the student immediately after the end of the studying period specified in the grant agreement. It is advisable for the student to keep the report / questionnaire in a **pdf** file so that you can verify that he / she filled in and submitted it only if a technical problem arises.

2. The student arrives at the Erasmus office and presents the following documents in their original form:

- **Transcript of Recogrants, prepared and signed by the foreign university;**
- **CONFIRMATION OF ERASMUS + MOBILITY.doc, completed, signed and stamped by the foreign university;**
- **The "After Mobility" section of the Learning\_agreement\_studies.doc.**  
completed, signed and stamped by the foreign university;
- **any airline or other travel ticket it has used in connection with this training;**
- **your international passport, stamped by the border checkpoint of the country to which it is affixed traveled for his / her training / if he / she is a non - European Union citizen /.**

3. The student will receive a cash transfer of 20% of the balance within 3 weeks the amount of the financing contract, if presenting all the items mentioned in item II.2 documents and filled in the survey under item II.1.

4. The student transmits Transcript of Records in Bulgarian (from licensed agency) of the technical executor of the department for the preparation of the an academic report for the recognition of the exams submitted to the students disciplines, their timetables, the assessments received and the corresponding credits. The Faculty Erasmus Coordinator enters the grades in the Student Account the university's main book.

5. Exams from the curriculum of TU-Varna, which the student did not take in the foreign University, should be taken here later to graduate.

For questions: Eng. Sergey Dimitrov, Erasmus coordinator of TU-Varna

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