

ERASMUS+ STUDENT GUIDE TO MEDICAL UNIVERSITY OF SOFIA



How are student mobility grants provided under the ERASMUS+ program?

The number of student Erasmus grants at Medical University – Sofia is the result of two external agreements between MU-Sofia and universities from countries participating in the program. The bilateral agreements are initiated at the faculty level and signed by the rector of MU-Sofia. All bilateral agreements are included in a common application form at the university to the National Agency “Center for Human Resources Development (CHRD)” and are a mandatory condition for the implementation of student mobility.

Which students can receive an Erasmus+ grant for a period of their studies at a foreign university?

Students registered at MU-Sofia and enrolled in studies leading to the acquisition of a recognized degree or other recognized higher education qualification, including a doctoral degree. In case of full-time mobility, the student must be enrolled at least in the second year of their higher education course. Students are eligible to participate in the program up to one year after graduation (recent graduates), provided that they are selected while they still have student status and have signed a Protocol to this effect by the Erasmus Committee of the respective faculty. This opportunity for recent graduates is only eligible for mobility with full-time practice.



Co-funded by the
Erasmus+ Programme
of the European Union



ЦЕНТЪР ЗА РАЗВИТИЕ
НА ЧОВЕШКИТЕ РЕСУРСИ

How do students apply for an ERASMUS+ grant?

A student at the Medical University-Sofia can apply for an ERASMUS+ grant when the number of student mobilities is approved by the European Commission and is financed through the National Agency. Every year, the faculties at the Medical University-Sofia announce a competition for the selection of Erasmus+ students in February-April for the following academic year. In case there are vacancies, an additional competition is announced at the beginning of the academic year. The list of bilateral agreements with foreign universities, from which you can choose a host university for the implementation of the Erasmus+ period, may be intended to be on the MU-Sofia website.

How many universities can you apply to under the Erasmus+ program?

Up to three universities, determined in order of preference, when submitting documents to the faculty.

What language is taught at the host universities?

Education at most universities is in the language of the country where the host university is located. In the Czech Republic, Poland, Hungary, Slovakia, the Netherlands, Turkey, Croatia, Latvia, Romania and some universities in Germany, education is in English, in Italy – English and Italian..



The general criteria for student selection are:

- Student selection is carried out in the faculties, which determine the deadlines for submitting documents and conducting interviews with the candidates.
- Have successfully completed the first two semesters of the degree for which they are enrolled at the Medical University-Sofia (In addition, each faculty determines which courses the students who can participate must be from)
- Have an overall grade point average above Good 4.00 from the following at the time of application
- Document (if any) for written and spoken proficiency in the language of instruction, according to the requirements of the host country
- Cover letter in the working language
- CV
- Recommendations
- Certificate of enrollment
- Academic transcript

AFTER BEING SELECTED, THE ERASMUS+ STUDENT SHOULD:



Open the website of the host university, check the academic calendar, download the application forms, which are usually in some of the following links: International Relations, or in International Students – Admission, Exchange Students, Erasmus+ students, ECTS GUIDE (Guide to the European Credit Transfer System, where you can find useful information related to the university registration procedure, as well as obtaining a residence permit, applying for a dormitory, prices of the dormitories offered, information on public transport).



To choose a period of stay within the academic year, taking into account whether there is a possibility of self-financing upon departure in the autumn semester until the receipt of the Erasmus+ subsidy from the National Agency “CRHR” on the accounts of the Medical University – Sofia, which is usually at the end of September – beginning of October, and the academic year in some of the host universities starts on September 15.



To contact the host university to negotiate courses and sign a “Learning Agreement” between the Medical University of Sofia, the student and the host university, a dormitory (if the respective university offers such for Erasmus+ students), to study the application forms for Erasmus+ students on the website of the host university and when, how and where to send them.

Bilateral agreements with universities are renewed annually and information on deadlines for submitting application forms is updated annually. Please refer to the website of the host university.

The negotiation of courses and the signing of the “Learning Agreement” are done with the faculty Erasmus+ coordinator.



STUDENT AGREEMENT WITH MU-SOFIA

Each student approved for an ERASMUS+ grant and confirmed by the host university signs a standard contract with the Medical University of Sofia in three original copies, no later than 2 weeks before departure. The contract includes clauses on his/her rights and obligations regarding the use of the grant and its presentation at the host institution, together with annexes of the required reporting documents and the Erasmus+ Student Charter with the rights and obligations of the Erasmus+ student. and the documents at the faculty.

When Erasmus+ students of the Medical University of Sofia conclude a contract with the Medical University of Sofia, it is recommended that they also have a notarized power of attorney for their representative, who will be able to sign financial documents, applications, etc. on their behalf. The amount of the monthly subsidy is different for different groups of countries. There is no separate subsidy for travel expenses.

The subsidy is not sufficient for living at the foreign university. You must have the possibility of additional self-financing. The maximum amount of the monthly subsidy for training purposes is **674** Euros to countries in group 1 (Luxembourg, Denmark, Ireland, Finland, Sweden, United Kingdom, Liechtenstein, Norway, Iceland); **674** Euros to countries in group 2 (Austria, France, Italy, Belgium, Germany, Greece, Spain, Cyprus, Netherlands, Malta, Portugal) and **606** Euros to countries in group 3 (Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey).

The maximum amount of the monthly subsidy for internship purposes is **824** Euros to countries in group 1 (Luxembourg, Denmark, Ireland, Finland, Sweden, United Kingdom, Liechtenstein, Norway, Iceland); **824** Euros to group 2 (Austria, France, Italy, Belgium, Germany, Greece, Spain, Cyprus, Netherlands, Malta, Portugal) and **756** Euros to group 3 countries (Bulgaria, Croatia, Czech Republic, Estonia, Latvia, Lithuania, Hungary, Poland, Romania, Slovakia, Slovenia, North Macedonia, Turkey).

Does the Erasmus+ student pay an academic fee for studying at the host university?



At the Erasmus+ host university, the student does not pay an academic fee according to the programme rules set out in the ERASMUS+ Charter of each university participating in the programme.

How does the student receive the subsidy?

By bank transfer in two installments to a bank account explicitly indicated by the student in euros or leva, in a bank chosen by him (personally in his name) in the contract concluded between him and the university. The amount of the 1st transfer represents 80% of the entire subsidy. The remaining 20% is transferred to the student after MU-Sofia receives the remaining part of the subsidy from the HRD Center and accepts the student's report.

How does the student account for the study period?

Upon return, the student is required to submit:

➤ Online report on the completed studies.

➤ Learning Agreement, signed and stamped by faculty and institutional coordinators first from the Medical University-Sofia and then from the host university.

➤ Academic transcript issued by the host university, certifying the lecture and seminar hours covered, exams passed (in cases of thesis work - must submit an academic transcript, in which the topic of the thesis is entered).

➤ Certificate certifying the Erasmus period at the host university. Copy of boarding passes for travel or when traveling by car through Serbia - copy of the international passport /stamps entered and exited from BG/.



➤ In cases where there are neither boarding passes nor stamps in the passport, a certificate with the flight number and dates issued by the airline with which the student traveled or a document certifying paid accommodation must be presented.

IN WHICH CASES THE ERASMUS+ PERIOD IS **NOT** RECOGNIZED?

When the student's period of stay for the purpose of studying at the host university is less than 3 /three/ months or less than 2 /two/ months, when for the purpose of practice, the entire period is not recognized and he must repay the entire subsidy.

When he has returned earlier than the agreed period, but has stayed for at least 3 /three/ months, for the purpose of studying at the host university, or at least 2 /two/ months for the purpose of practice, then he returns the subsidy only for the specified number of days/months in which he was not at the host university, according to the student's contract with the Medical University-Sofia.

The financial resources that are subject to return are calculated by days.

CAN A STUDENT RECEIVE MORE THAN ONE ERASMUS+ GRANT?

YES

Students have the right to implement Erasmus+ for a period of 3 to 12 months for the purpose of training or from 2 to 12 months for the purpose of practice for any educational degree - bachelor, master or doctor.

CAN THE ERASMUS+ GRANT BE ADDITIONAL TO SCHOLARSHIPS RECEIVED UNDER OTHER EU PROGRAMS AND/OR SCHOLARSHIPS WON FROM OTHER FOUNDATIONS AND ORGANIZATIONS?

Additional funding is only eligible from national, institutional or regional level.

NO

Can a student who has already been selected cancel the trip?

YES

but regardless of the reason for his refusal, he must pay the costs of a penalty, in case the host university requests one.



How and what courses should I choose to take at the host university?

In most foreign universities, the courses for the semester are published on the website of the host university.

After familiarizing himself with the list of announced courses, the student must consult the academic Erasmus+ coordinator of the faculty.



In most foreign universities, the courses for the semester are published on the website of the host university. After familiarizing themselves with the list of announced courses, the student needs to consult with the academic Erasmus+ coordinator of the faculty. It is recommended that the student choose courses that he/she has not attended at the Medical University-Sofia until the moment of departure and that they are equivalent or related to his/her curriculum at MU-Sofia.

The faculty Erasmus+ coordinator signs a Learning Agreement for Studies or a Learning Agreement for Traineeships, which describes the courses/traineeships chosen by the student.

The institutional Erasmus+ coordinator signs the Learning Agreement, which describes the courses chosen by the student, only after it has been signed by the faculty coordinator and the student. A maximum of 30 credits can be recognized in one semester, even if the student has enrolled more at the host university.

How will my courses at Medical University-Sofia be recognized?

EXAMPLE: If the student has attended a course at a university abroad that earns him 8 ECTS credits according to the Academic Transcript from the foreign university, but the equivalent (related) course in the curriculum in the Regulations of the Medical University-Sofia earns 3 credits, the student will be credited with 3 credits.

Who will recognize my courses at Medical University-Sofia?

After returning, the Erasmus+ student reports to the Erasmus+ office of the International Integration and Project Financing Department. With a report prepared by him to the Dean of the faculty and attached: a copy of the academic transcript from the foreign university and a certificate of stay, he goes to the faculty Erasmus+ coordinator to start the procedure for recognizing the exams taken.



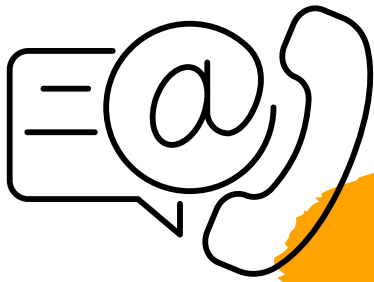
Health insurance

The student must have European Health Card:

www.nhif.bg It is recommended that the student be do additional health insurance as well as everyone additional insurances, required by the host country.

NOTE

Switzerland is a “silent partner” in the Erasmus+ program. This means that it does not receive funding from the European Union for mobility. The funding comes from the budget of the respective cantons. Erasmus+ students must finance themselves, arrive at the host university, register and open a bank account there, and then sign a contract with the host university to receive their funding.



FACULTY ERASMUS+ COORDINATORS

Medical Faculty

NAME

PHONE AND EMAIL

Coordinator
"Erasmus+ Preclinical Students"

**Assoc.Prof.
I. Traikov**

e-mail:
lltraikov@medfac.mu-sofia.bg
 **+359 2 9541372**

Coordinator
"Erasmus+ Incoming Students"

**Assoc. Prof.
V.Vodenicharov, dm**

e-mail:
v.vodenicharov@medfac.mu-sofia.bg

Coordinator
"Erasmus+ Outgoing Foreign Students"

**Assoc.Prof.
S. Naidenov, dm**

e-mail:
snaydenov@medfac.mu-sofia.bg
 **+359 888 528 417**

Coordinator
"Erasmus+ KA 171"

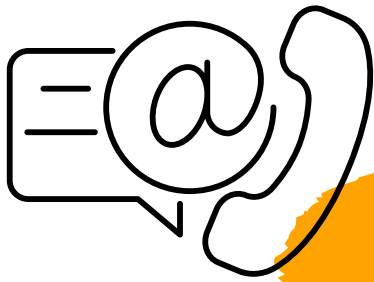
**Assoc. Prof.
Anna Valerieva**

e-mail:
avalerieva@medfac.mu-sofia.bg
 **+359 886 018 900**

Coordinator
"Erasmus+ Outgoing Bulgarian Students"

**Assoc. Prof.
Y.Assyov, dm**

e-mail:
yassyov@medfac.mu-sofia.bg



FACULTY ERASMUS+ COORDINATORS

FACULTY	NAME	PHONE AND EMAIL
Faculty of dental medicine	Prof. M. Dencheva , PhD	e-mail: m.dencheva@fdm.mu-sofia.bg
Faculty of Pharmacy	Prof. M.Kondeva-Burdina	e-mail: mkondeva@pharmfac.mu-sofia.bg
Faculty of Public Health	Chief. Assist. Prof. S. Georgiev, PhD	e-mail: incoming.erasmus@foz.mu-sofia.bg erasmus@foz.mu-sofia.bg
College "Yordanka Filaretova", Branch – Vratsa	Chief. Assist. Prof. S. Georgiev, PhD	e-mail: incoming.erasmus@foz.mu-sofia.bg erasmus@foz.mu-sofia.bg

The Erasmus+ program at Medical University-Sofia is administered by the Department of International Integration and Project Financing. This is the unit you should contact if you are interested in participating in the program, and which will assist you in preparing for your mobility.

Rector

Prof. Boycho Landzhov, MD, PhD

e-mail: blandzhov@mu-sofia.bg

International Integration &
Project Funding Department

MU-SOFIA OFFICE "ERASMUS+"

(RECTORATE)

Sofia 1431, "Acad. Blvd. Iv. Geshov" №15

erasmus@mu-sofia.bg

All documents to be signed and stamped are brought to the Erasmus+ office. For information and consultations, you can contact:



Expert Coordinator, incoming lecturers:

Magdalena Kasnakova
m.kasnakova@mu-sofia.bg

Expert Coordinator, incoming and outgoing students:

Dimitar Nikolov
dnikolov@mu-sofia.bg

Expert Coordinator KA171:

Georgi Gensuzov
ggensuzov@mu-sofia.bg
Marin Mladenov
mmladenov@mu-sofia.bg

**Institutional Coordinator and
Expert Coordinator outgoing lecturers:**

Yulia Stefanova
jstefanova@mu-sofia.bg

Document Verification:

Georgi Gensuzov
ggensuzov@mu-sofia.bg