**BILATERAL AGREEMENT for the academic year 2017/2018**

**ERASMUS STUDENT PLACEMENT LIFELONG LEARNING Programme: ERASMUS+**

|  |  |
| --- | --- |
| **Between**  *(name of the host institution/organisation)* | **Име на приемащата организация** |
| **Official representative**  (*Name and status, address, phone, fax, e-mail)* | **Име на работодател/ментор**  **Адресът и тел.номер са задължителни** |
| **Contact person responsible for student placement** |  |
| **between**  *(name and ERASMUS ID code of the institution)* | **UNIVERSITY OF ECONOMICS – VARNA**  **BG VARNA 04** |
| **contact** **person** *(name, address, phone, fax, E-mail)* | **Nevena Dobreva,** International Relations Office,  University of Economics – Varna, 77 Kniaz Boris I Blvd., 9002 Varna,  Tel: + 359 52 830812, e-mail: [int\_relations@ue-varna.bg](mailto:int_relations@ue-varna.bg) [exchange\_students@ue-varna.bg](mailto:ic_fac@ue-varna.bg) |
|  | full legal name of the institutions in their national languages and ERASMUS ID codes |

The above parties agree to cooperate in the activities show below within the Erasmus+ programme. Both parties agree to abide by the principles and conditions set out in the Guidelines for Erasmus+ Applicants, the IC application forms for the academic year 2014-2015 and if the application is successful, the financial agreement. Both parties undertake to abide by the bilaterally agreed terms of this cooperation agreement.

**Erasmus student placements**

|  |  |  |  |
| --- | --- | --- | --- |
| *Country* | | *Total number* | |
| *From* | *To* | *Students* | *Students months ( =sum )* |
| BG | Код на държавата |  |  |

**THE SENDING HIGHER EDUCATION INSTITUTION UNDERTAKES TO:**

1. Define the learning outcomes of the placement in the terms of the knowledge, skills and competencies to be acquired.

2. Assist the student in choosing the appropriate host organisation, project duration and placement content to achieve these learning outcomes

3. Select students on the basis of clearly defined and transparent criteria and procedures and sign a placement contract with the selected students.

4. Prepare students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs.

5. Provide logistical support to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance.

6. Give full recognition to the student for satisfactory completed activities specified in the Training Agreement.

7. Evaluate with each student the personal and professional development achieved through participation in the Erasmus+ programme

The sending institution confirms that student placement is (in part) financially covered by Erasmus+ grant

**THE SENDING INSTITUTION AND HOST ORGANISATION JOINTLY UNDERTAKE TO:**

1. Negotiate and agree a tailor-made Mobility agreement for Traineeship (including the programme of the placement and the recognition arrangements) for each student the adequate mentoring arrangements.

2. Monitor the progress of the placement and take appropriate action if required

**THE HOST ORGANISATION UNDERTAKES TO:**

1. Assign to students tasks and responsibilities (as stipulated in the Mobility agreement for Traineeship) to match their knowledge skills, competencies and training objectives and ensure that appropriate equipment and support is available.

2. Draw a contract or equivalent document for the placement in accordance with the requirements of the national legislation

3. Appoint a mentor to advise students, help them with their integration in the host environment and monitor their training progress.

4. Provide practical support if required, check appropriate insurance cove and facilitate understanding of the culture of the host country.

**Signatures of the heads responsible for teaching process and/or legal representatives of both institutions:**

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| --- | --- |
| Name of institution:  Name and status of the official representative: | Name of institution:  **University of Economics - Varna**  Name and status of the official representative:  **Assoc. Prof. Petya Dankova, PhD**  **Vice-Rector for International Relations and project Management** |
| Signature:  Date: | Signature and stamp:  Date: |