



*European
Polytechnical
University*

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Approved by:

President of EPU Prof. Giuseppe Saccone, Ph.D.

RULES

**ON
THE ACADEMIC MOBILITY**

IN THE EUROPEAN POLYTECHNICAL UNIVERSITY

Pernik, 2016



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TABLE OF CONTENTS

	Page
I. General Provisions	3
II. Mobility of Students and Ph.D Students	3
III. Mobility of the Academic Staff	5
IV. Final Provisions	6



I. General Provisions

Article 1. These Rules is adopted on the grounds of:

1. The mission of the European Polytechnical University (hereinafter referred to as “the University”) to become “*multinational centre for interaction between advanced education, researches and innovations, international academic and business cooperation*”;

2. The European Commission Program (SEC(2011) 1063) for modernisation of the higher education systems in Europe stating that “*The international nature of the higher education is a tool for achieving and maintaining high quality*”;

3. The provisions of the Rules on the European Polytechnical University:

- Article 3 (4) “*The University develops its operation in cooperation with leading European, US and Asian universities, academies, teams and individual scholars.*”
- Article 72 (4) “*One semester of the academic standard is conducted in a foreign university, which is a partner to the University in terms of the respective academic standard*”
- Article 84 (3) “*The University recognises credits gained in a higher education establishment in Bulgaria or another European Union and European Economic Area member state applying the European Credit Transfer System, or in a foreign higher education establishment in another country with which an international cooperation agreement is entered into.*”

Article 2. These Rules set out the issues related to the internal procedures for mobility of students, PhD students and post-graduate students, including of lecturers working under employment agreements in the University.

II. Mobility of Students and PhD Students

Article 3. (1) EPU creates conditions for each student to participate in study/ practice for a period of one semester (three months) in a foreign partner university and/or a business organisation recommended thereby.

(2) The element of study relevant to the mobility under paragraph 1 is foreseen in the curriculum (if needed, an individual one in this part) and is approved by the Academic Council.

Article 4. Mobility of students is realised in several directions:

1. In partner universities by virtue of concluded bilateral agreements with the University. The conditions for choice and interaction with partner universities are set out in article 72, paragraph 4 of the Rules of the European Polytechnical University.

2. In universities with which education franchising contracts have been entered into. The conditions for interaction with these universities are set out in article 73 of the Rules.

3. In university with which contracts for joint academic standards have been entered into. The conditions for interaction with these universities are set out in article 73 of the Rules.

4. In partner universities under EU ERASMUS and Leonardo da Vinci programs as well as under the Financial Mechanism of the European Economic Area.

Article 5. (1) With view of taking the best advantage from the study in a foreign university and the need of good preliminary language and professional training on the specialty’s fundamental disciplines, student mobility is implemented after successful completion of at least:



1. fourth semester of EQD “bachelor”;
2. first semester of EQD “master”;
3. first year under individual curriculum of PhD students.

(2) The decision in which semester of the curriculum of EPU such study will be organised is made by the Program Council of the academic standard and is suggested to the rector upon taking in consideration the harmonisation of the curricula of the host university.

(3) In some cases mobility may be organised during the last semester of the study for the purposes of preparing/finalisation of a bachelor/ master thesis.

(4) The clarifications to the curriculum under article 3, paragraph 2 define which disciplines of the partner university may be considered equivalent to those in our curriculum in terms of content and credit weight and may be transferred as credit points to EPU.

Article 6. (1) The Program Council of the academic standard and its leader negotiate the conditions under article 5 and the way for recognition of credits upon student exchange with the equivalent academic unit of the partner university.

(2) In case of minor differences in the curricula, the academic standard leader may allow the student to study similar disciplines, and the contract must provide for a student’s obligation to cover their missing disciplines under the EPU curriculum within specific period after their return.

(3) By resolution of the Program Council, the credits gained by the student in the foreign university for disciplines not included in EPU’s curriculum may be recognised within the frames of the facultative/ elective disciplines.

(4) Provided the student has failed to successfully take an examination for any of the disciplines set out in the contract, such student is obliged to do this in EPU within a time period fixed by the academic standard leader.

(5) In case the student has failed to successfully take examinations for more than half of the disciplines set out in the contract, such student is obliged to refund the amount granted under the respective student mobility program and to take the respective examinations in EPU.

Article 7. (1) The financial framework of the conditions under article 6, paragraph 1 is defined with view of paying to the partner university for the study of each of our students in an amount not higher than their semester tuition fee in EPU with result “good 4” or on the basis of exchange.

(2) The conditions under the preceding paragraphs are stipulated in a mobility contract to be signed by the rector and the president upon proposal of the academic standard leader.

(3) On case by case basis an order of the rector approved by the president containing a list of names of students and their advisor from the university is issued for the mobility under the preceding paragraphs.

(4) The arrangements under paragraph 1 and the practical realisation of mobility are supported by the Education Technology Office and by the International Affairs Office.

Article 8. (1) In terms of the Erasmus program, during all courses of study each student is entitled to get use of 3 subsidies:

1. for study in a EU member state;
2. for practice (apprenticeship);
3. for master courses under Erasmus – Mundus program.

(2) The application documents depend on the mobility program to which each student applies.

1. Annexes 1, 2, 3 apply to the programs under article 4, item 4;



2. Upon applying to partner universities under article 4, paragraph 1 to paragraph 3, the application conditions and documents are set out in the concluded contracts.

(3) The maximum period of mobility under paragraph 1 should not exceed 12 months in aggregate. Each mobility should be realised in different academic year.

(4) Before departure, students should become familiar with the Erasmus Student Charter which sets out their rights and obligations in terms of their stay in the foreign country. The Charter is published on the Erasmus website of EPU.

Article 9. (1) All provisions under the preceding articles also apply to PhD and post-graduate students of the University *mutatis mutandis*.

(2) All non-administrative issues related to mobility of students, PhD and post-graduate students are solved by the leader of the respective academic standard.

III. Mobility of the Academic Staff

Article 10. (1) Mobility of EPU academic staff is implemented in two directions:

1. In relation to their work under bilateral contracts between the university and other (foreign) universities;

2. In relation to participation in international events and won scholarships or other types of funding from external sources.

(2) The conditions in the first direction are agreed upon by EPU and the partner university and for each mobility an order of the rector approved by the president is issued.

(3) The conditions in the second direction are set out by the party providing the funds.

Article 11. In relation to the University's mission, as well as to the requirements of the Rules on attestation of the academic staff of EPU, the Rules on the teaching and research load in EPU and the Ordinance on the formation of the salary of EPU lecturers, the University provides the lecturers working under employment agreements with:

1. opportunity for being released from their direct obligations in the University during the period of mobility in compliance with the Labour Code and the University's legal regulations;

2. funds for at least one participation with report in an international forum abroad and at least two participations in fora in the country within one calendar year.

Article 12. (1) After the end of the mobility (the project) the lecturer is obliged to submit substantiated and financial report.

(2) In case the activities performed are related to acquisition of new knowledge and/or skill that might support the work of other lecturers or units of the University, the lecturer is provided with the opportunity to organise a course or a seminar for dissemination of acquired knowledge and skills, or to publish them in an appropriate way.

Article 13. International Affairs office keeps lecturers updated in terms of current opportunities for mobility and project activity and supports them in the preparation of implementation of different types of projects and mobility within the frames of its jurisdiction.



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IV. Final Provisions

Article 14. Any issues that are not set out herein are subject to the final decision of the University President.

These Rules are adopted at a meeting of the Academic Council on 9th of May 2012 and enter into force immediately after adoption.

The Rules are modified and completed with a decision of the Academic council on 3 of November 2016.