

APPLICATION GUIDELINES

ACADEMIC YEAR 2019/2020

INSTITUTIONAL INFORMATION	
Name of university	University of Architecture, Civil Engineering and Geodesy (UACEG), Sofia, Bulgaria
Rector	Prof. Dr. Eng. Ivan MARKOV
Website	www.uacg.bg
Coordinating office	Center for International Relations and Mobility
Erasmus Code	BG SOFIA04
Vice-rector for European integration and international relations	Prof. Dr. Eng. Stoyo TODOROV e-mail: stoyo.todorov@gmail.com
Head of Center for International Relations and Mobility	Assoc. Prof. Dr. Arch. Boyan GEORGIEV e-mail: boyangeo_far@uacg.bg
Center for international relations and mobility	Silvia LAKOVA Rossitsa DINEVA e-mail: aceint@uacg.bg tel.: +359 (2) 8 666 770
Erasmus Coordinators	Faculty of Architecture
	Assoc. Prof. Dr. Arch. Milena METALKOVA-MARKOVA e-mail: metalkova_far@uacg.bg
	Faculty of Structural Engineering
	Assoc. Prof. Dr. Eng. Dobromir DINEV e-mail: ddinev_fce@uacg.bg
	Faculty of Transportation Engineering
	Assoc. Prof. Dr. Eng. Andrei TOTSEV e-mail: a_tocev@abv.bg
	Faculty of Hydraulic Engineering
	Assoc. Prof. Dr. Phys. Svetlana DJAMBOVA e-mail: std_fhe@uacg.bg
	Faculty of Geodesy
	Assoc. Prof. Dr. Ekaterina MIHAYLOVA e-mail: katiamih_fgs@uacg.bg
Online course catalogue	http://www.uacg.bg/?p=477&l=2

GENERAL INFORMATION		
Academic calendar	Winter semester 2019/2020 Mid. of September - Mid. of February	Summer semester 2019/2020 Mid. of February - Mid. of July
Teaching period	September, 2019 - December, 2020 16.09.2019-31.12.2019	February, 2020 - May, 2020 10.02.2020-31.05.2020
Examinations	January, 2018 - February, 2018 13.01.2020-09.02.2020	June, 2019 - July, 2019 01.06.2020-05.07.2020
Holidays/Semester Breaks	Christmas holidays 24.12.2019-26.12.2019	Easter holidays 17.04.2020-20.04.2020
DETAILED REQUIREMENTS		
Recommended language skills **	The sending institution, following agreement with our 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:	
	Student Mobility for Studies:	
	Language(s) of instruction: Bulgarian/English	
	Recommended language of instruction level: B1 level	
	Staff Mobility for Teaching:	
	Language(s) of instruction: Bulgarian/English	
Recommended language of instruction level: B2 level		
* Language certificate is required		
** Level according to Common European Framework of Reference for Languages (CEFR), see: http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr		
Calendar/Nomination Deadlines	Applications/information on students nominated must reach our institution by:	
Autumn term	May 31st - for nominations and applications	
Spring term	November 30th - for nominations and applications	
Decision Response	We will send our decision within 5 weeks.	
Transcript of Records	A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving faculty.	
Additional requirements information	In case of additional requirements in regard to academic, organizational or other aspects (e.g. students with special needs) please contact the international office: aceint@uacg.bg	

ADDITIONAL INFORMATION			
ECTS credits	1 full academic year (2S) should have 60 credit points		
	1 semester should have 30 credit points		
	1 ECTS credit point corresponds to 30 hours (lectures+seminars+homework)		
Grading system	ECTS Grade	BG Grade	Definition
	A- Excellent	6	EXCELLENT - outstanding performance with only minor errors
	B – Very good	5	VERY GOOD- above the average standard but with some errors
	C- Good	4	GOOD - generally sound work with a number of notable errors
	D, E-pass	3	SATISFACTORY - fair but with significant shortcomings / SUFFICIENT - performance meets the minimum criteria
	FX- fail	2	FAIL - some more work required before the credit can be awarded
	F - fail	2	FAIL - considerable further work is required
Visa	Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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		
Contact details	e-mail: aceint@uacg.bg		
Website for information	http://www.mfa.bg/en/pages/109/index.html		
Insurance	Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:		
Contact details	e-mail: aceint@uacg.bg		
Website for information	http://www.uacg.bg/?p=477&l=2		
Housing	Our institution will guide incoming student/staff 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:		
Contact details	e-mail: aceint@uacg.bg		
Website for information	http://www.uacg.bg/?p=477&l=2		