

RAKOVSKI NATIONAL DEFENSE COLLEGE

**INSTITUTIONAL REGULATIONS
OF GEORGI STOIKOV RAKOVSKI
NATIONAL DEFENSE COLLEGE
FOR ACADEMIC MOBILITY
ACCORDING TO ERASMUS+
PROGRAM**

Sofia

CHAPTER ONE

GENERAL PROVISIONS

Art. 1. The following regulations set the order, conditions, organization and management of the activities of the international academic mobility of civilian, military, PhD students, academic and administrative personnel of G.S.Rakovski National Defense College, regarding Key activity (KA) 1 „Educational mobility of citizens“ of Erasmus+ program.

Art. 2. The International academic mobility includes:

1. military/civilian students mobility aiming at training;
2. military/civilian students mobility aiming at practice;
3. academic personnel mobility aiming at teaching;
4. academic and administrative personnel mobility aiming at training;

Art. 3. (1) The organization and management of the activities for international academic mobility according to Erasmus+ program observe the criteria for quality, the principles and engagements, written in the Erasmus+ Charter for Higher Education.

(2) The organization and management of the activities for international academic mobility according to Erasmus+ program are based on the principle statements and regulations, set in the Erasmus+ program Handbook, by adhering to the institutional rules and strategic documents of G.S.Rakovski National Defense College.

CHAPTER TWO

CONTRACT RULES

Art. 4. The right of G.S.Rakovski National Defense College to participate in the international academic mobility according to Erasmus+ program is based on the granted accreditation by the European commission and the Erasmus+ Charter for Higher Education for the corresponding program period.

Art. 5. (1) The activities for international academic mobility according to Erasmus+ program are fulfilled on the basis of a financial support contract between

the G.S.Rakovski National Defense College and the Human Resources Development Center to the Ministry of Education and Science.

Art. 6. (1) The international academic mobility of civilian and military students¹, PhD students², academic and administrative personnel³ is fulfilled on the basis of a preliminary inter-institutional agreement.

(2) Established by the European Commission templates are used for the preparation of the inter-institutional exchange agreements.

(3) The inter-institutional agreements are a type of a frame contract which certifies:

1. the contact people and contact information;
2. the types of academic mobility;
3. the maximum number for an academic year and duration of the stay according to the types of academic mobility and spheres of training;
4. the cycle of higher education;
5. the necessary language skills of the participants;
6. the used institutional systems for assessment of the academic achievements of the civilian, military students, PhD students, academic and administrative personnel with the possibility to convert them into the letter scale of the European Credit Transfer System (ECTS);
7. the deadlines for nomination of participants and preparation of academic references;
8. the rights and obligations of the parties at the separate stages of mobility;
9. support to participants concerning accommodation, visas and insurance.

(4) Inter-institutional agreements on projects from KA 103 „Projects for mobility of students and personnel in the sphere of higher education between program countries“ are signed by universities from program countries with a valid Erasmus+ Charter for Higher Education.

¹ The military students are students according to the Higher Education Law, Law of Defense and Armed Forces and the Charter for Higher Education Erasmus+. In this document all the rights and obligations of the students concern the military students.

² The PhD students have all the rights and obligations of students according to the Charter for Higher Education Erasmus+.

³ The Charter for Higher Education Erasmus+ uses the term personnel. It implies the academic and administrative employees at the G.S.Rakovski National Defense College.

(5) Inter-institutional agreements on projects from KA 107 „Projects for mobility of students and personnel in the sphere of higher education between program and partner countries“ are signed by universities from partner countries within the boundaries of their territories as acknowledged by the international law.

(6) Inter-institutional agreements are signed when there is:

1. correspondence in the curriculum of the partnering universities and the conditions for academic acknowledgement of the students' achievements;
2. students, PhD students and personnel with relevant language skills;
3. a catalog with subjects taught in the relevant language;
4. correspondence in the strategic field and priorities of the international activity of G.S.Rakovski National Defense College.

Art. 7. (1) The academic mobility and allowing financial support to the nominated participants in projects, administered by G.S.Rakovski National Defense College, is performed on the basis of a signed individual financial contract.

(2) The individual financial contracts are prepared on the basis of the European Commission templates and the Center for the Development of Human Resources with the Ministry of the Education and Science.

CHAPTER THREE

MANAGEMENT

Art. 8. (1) The organization and management of the activities on international academic mobility Erasmus+ program is performed by Erasmus+ office.

(2) The Erasmus+office supports a separate register of the issued certificates within a certain project, of the achieved mobilities by civilian, military students and PhD students, academic and administrative personnel of G.S.Rakovski National Defense College, in program or partner countries.

(3) The Erasmus+ office is a specialized functional section with G.S.Rakovski National Defense College which includes an institutional Erasmus+ coordinator, a senior Erasmus+ project coordinator, a financial Erasmus+ coordinator, faculty (department, institute) Erasmus+ coordinators, technical support officers and Erasmus+ experts.

(4) The Erasmus+ office is established by the order of the Commandant of G.S.Rakovski National Defense College, by offer of the institutional Erasmus+ coordinator.

Art. 9. (1) The institutional Erasmus+ coordinator is the Deputy of G.S.Rakovski National Defense College for academics.

(2) The institutional Erasmus+ coordinator:

1. is responsible for applying and following the principles of the Erasmus+ Charter for Higher Education;

2. controls and prepares the offers of projects concerning the national application invitations on KA 103 „Projects for mobility of students and personnel in the sphere of higher education between program countries“, KA 107 „Projects for mobility of students and personnel in the sphere of higher education between program and partner countries“ and the joint Master’s programs “Erasmus Mundus” of the Erasmus+ program;

3. is responsible for the preparation, signing and adhering to the inter-institutional agreements for mobility with the universities from the program and partner countries;

4. monitors the application and observation of contract clauses and the additional agreements on providing financial support together with the Center for the Development of Human Resources;

5. monitors the application and observation of the contract, the additional agreements and the records of conducting the mobility of the students and PhD students for their practice;

6. develops the intermediate and final reports on the completion of the mobility projects of students and personnel in the higher education sphere;

7. develops and updates internal regulations setting the order, conditions, organization and management of the activities for international academic mobility of the students, PhD students and personnel of G.S.Rakovski National Defense College, according to the Erasmus+ program;

8. signs the agreements for the education of students and PhD students and the mobility of personnel, according to the Erasmus+ program;

9. informs the heads of the major units, the heads of departments and the faculty Erasmus+ coordinators about achieved students mobility;

10. signs a set of documents defining the period of stay and the achieved results by mobility students, PhD students and personnel from foreign universities at the G.S.Rakovski National Defense College;

11. verifies the final records acknowledging the academic mobility in a foreign organization;

12. signs certificates of conducted mobility on projects, administered by G.S.Rakovski National Defense College;

13. initiates, organizes and takes part in campaigns to attract candidates and promote the results of the conducted academic mobility;

14. develops a suggestion about the distribution of the finances intended for the organization of mobility;

15. reports to the Commandant of G.S.Rakovski National Defense College the results and the problem issues in the organization and management of the academic mobility activities according to the Erasmus+ program;

16. represents G.S.Rakovski National Defense College at national and international forums on topics, connected with the organization and management of the academic mobility activities, according to the Erasmus+ program;

17. conducts periodic training sessions with the faculty Erasmus+ coordinators on the organization and administration of academic mobility;

18. coordinates the activity of developing and actualizing an information set of papers at G.S.Rakovski National Defense College.

Art. 10. (1)The Senior Erasmus+ project coordinator is appointed to the Erasmus+ office by the offer of the Deputy of G.S.Rakovski National Defense College for academics.

(2) The Senior Erasmus+ project coordinator:

1. prepares the suggestions for projects of national invitations for application on KA 103 „Projects for mobility of students and personnel in the sphere of the higher education between program countries“, KA 107 „Projects for mobility of students and personnel in the sphere of the higher education between program and partner countries“ and the joint Masters’ programs “Erasmus Mundus” of the Erasmus+ program;

2. prepares, actualizes and monitors the inter-institutional agreements on mobility with the universities from the program and partner countries;

3. supports the Institutional Erasmus+ coordinator to control the implementation and observation of the conditions of the contracts and additional agreements on releasing financial support together with the Center for the Development of Human Resources;

4. the implementation and observation of the contracts, additional agreements and records of student and PhD student mobility aiming at practice;

5. develops the mid-term and final reports on the completion of the

mobility projects of students and personnel in the sphere of higher education;

6. develops and actualizes institutional enactments, setting the order, conditions, organization and management of the activities of international academic mobility of the students, PhD students and personnel of G.S.Rakovski National Defense College, according to the Erasmus+ program;

7. coordinates the conducted mobilities according to the Erasmus+ program;

8. organizes and participates in conducting campaigns to attract applicants and make popular the results of the conducted academic mobility;

9. prepares a suggestion about the distribution of the finances for the organization of the mobility;

10. participates in periodic training sessions of faculty (department, institute) Erasmus+ coordinators, responsible for the organization and administration of academic mobility;

11. develops and actualizes the information set of G.S.Rakovski National Defense College

Art. 11. (1) The Financial Erasmus+ coordinator is an accountant at G.S.Rakovski National Defense College. They are a member of the Erasmus+ office, nominated by the Head of Financial department.

(2) The Financial Erasmus+ coordinator:

1. accounts for the activities of international academic mobility, according to Erasmus+ program;

2. supports the institutional Erasmus+ coordinator in the preparation of project suggestions for national application programs on KA 103 „Projects for mobility of students and personnel in the sphere of higher education between program countries“, KA 107 „Projects for mobility of students and personnel in the sphere of higher education between program and partner countries“ and the joint Master’s programs “Erasmus Mundus” of the Erasmus+ program;

3. supports the institutional Erasmus+ coordinator in developing mid-term and final reports about the completion of mobility projects by students and personnel in the sphere of higher education;

4. prepares and approves the individual financial contracts of mobility participants;

5. organizes and coordinates the financial support payment to mobility participants;

6. advises the institutional Erasmus+ coordinator on financial matters arising during the organization and management of the activities of academic mobility, according to the Erasmus+ program;

7. keeps contract originals of released financial support, financial and accounting reports, bank documents and documents about the expenses;

8. prepares references about the current financial status concerning the separate projects of the Erasmus+ program;

9. performs written communication with the Center for the Development of Human Resources related to the financial and accounting results of the activities of international academic mobility;

10. supports the institutional Erasmus+ coordinator to organize and conduct information campaigns for attracting candidates and promoting the results of the completed academic mobility.

Art. 12. (1) The faculty (department, institute) Erasmus+ coordinators are tenured teachers at G.S.Rakovski National Defense College.

(2) The faculty (department, institute) Erasmus+ coordinators are elected at a meeting of the unit, and nominated by the head of the unit.

(3) The faculty (department, institutional) Erasmus+ coordinators:

1. disseminate information about the Erasmus+ program and encourage the participation of students, PhD students and personnel to participate in activities of the international academic mobility;

2. advise the students and PhD students on choosing subjects to study at the receiving university;

3. help the students, PhD students and Erasmus+ experts to fill the education agreements and prepare a list of subjects from the curriculum of the specialty they are taught at G.S.Rakovski National Defense College, for academic acknowledgement after the end of the mobility;

4. provide information about the syllabus and the course credits at the receiving university which correspond to the subjects on the list for academic acknowledgement at G.S.Rakovski National Defense College;

5. provide contacts with the leading teachers of the subjects in the curriculum of the student at G.S.Rakovski National Defense College which correspond to those chosen at the receiving university, aiming at an academic acknowledgement after the end of the mobility;

6. prepare a set of documents for acknowledging the duration and results of

the mobility;

7. keep a record of the mobility students and PhD students in the specialty;

8. report to the institutional Erasmus+ coordinator about arising problems with the mobile students and PhD students;

9. represent the faculty (department, institute) at information meetings and forums on matters related to the organization and management of the activities of academic mobility, within Erasmus+ program;

10. prepare and update information about the faculty (department, institute) to be included in the information set of G.S.Rakovski National Defense College.

(2) When studying two specialties, the faculty (department, institutional) Erasmus+ coordinators prepare a separate set of documents to acknowledge the duration and results of the mobility in each specialty.

Art 13. (1) The technical assistants are permanent employees at G.S.Rakovski National Defense College.

(2) The technical assistants are members of the Erasmus+ office nominated by the institutional Erasmus+ coordinator.

(3) The technical assistants:

1. assist the institutional Erasmus+ coordinator to prepare project suggestions on national application programs on KA 103 „Projects for mobility of students and personnel in the sphere of higher education between program countries“, KA 107 „Projects for mobility of students and personnel in the sphere of higher education between program and partner countries“ and the joint Master’s programs “Erasmus Mundus” of the Erasmus+ program;

2. assist the institutional Erasmus+ coordinator to prepare mid-term and final reports on the completion of the mobility projects of students and personnel in the sphere of higher education;

3. assist the institutional Erasmus+ coordinator to prepare, update and keep the inter-institutional mobility agreements with universities of the program and partner countries;

4. assist the institutional Erasmus+ coordinator to prepare individual financial contracts of mobility participants in projects, administered by G.S.Rakovski National Defense College;

5. communicate with the Center for the Development of Human Resources in connection with the realization, administration and results of the activities of international academic mobility;

6. prepare certificates of achieved mobility on projects, administered by G.S.Rakovski National Defense College;

7. prepare a set of documents to verify the duration and results of mobility students, PhD students and personnel from foreign universities at G.S.Rakovski National Defense College;

8. keep a record of the mobility students, PhD students and personnel and periodically update the information about current projects on the electronic platforms of the European Commission;

9. register separately the issued within a certain project certificates of completed mobilities of the students, PhD students and personnel of G.S.Rakovski National Defense College in the program or partner countries.

Art.14. (1) The Erasmus+ experts are members of the Erasmus+ office, nominated by the Senior Erasmus+ program coordinator.

(2) The Erasmus+ experts:

1. disseminate information about the Erasmus+ program and encourage the participation of students, PhD students and personnel in international academic mobility activities;

2. consult the students, PhD students and personnel of G.S.Rakovski National Defense College in selecting a university, preparing the application documents and agreements on education and mobility;

3. consult the nominated to participate in the Erasmus+ program students, PhD students and personnel of G.S.Rakovski National Defense College on reporting the mobility, their rights and obligations in the Chart for Students Erasmus+ and their individual financial contract;

4. communicate with the mobility participants and report to the senior Erasmus+ program coordinator about problems before, during and after the mobility;

5. assist the institutional Erasmus+ coordinator to organize and conduct information campaigns for attracting applicants and popularizing the results of the achieved academic mobility;

6. participate in developing and updating an information package of G.S.Rakovski National Defense College.

CHAPTER FOUR

OUTGOING STUDENT MOBILITY

PART I

OUTGOING STUDENT MOBILITY AIMING AT TRAINING

Чл. 15. (1) The outgoing student mobility aiming at training is done at universities in the program and partner countries with which G.S.Rakovski National Defense College has a previously signed inter-institutional exchange agreement on the Erasmus+ program.

(2) The number of outgoing students and PhD students is defined according to the approved by the Center for the Development of Human Resources budget for outgoing student mobility for training.

Art. 16. (1) The right to participate in student mobility for training have:

1. students at G.S.Rakovski National Defense College in their full-time, extramural or distance learning form of education;

2. PhD students at G.S.Rakovski National Defense College on an approved individual education plan and the term of doctoral program, expiring after the end of the mobility.

Art. 17. (1) The outgoing student mobility for training is done on an individual education plan, consistent with the education plan of the students or PhD students at G.S.Rakovski National Defense College and their personal development necessities.

(2) The education of the mobile students and PhD students is full-time regardless of the form of education they enlisted in G.S.Rakovski National Defense College.

Art. 18. (1) The outgoing student mobility for training is between 3 and 12 months for each stage of higher education.

(2) Each students or postgraduate student at G.S.Rakovski National Defense College is eligible for participation in mobility for a total duration of 12 months for each education stage, regardless of the number or type of mobility activities.

(3) The previous experience of the student or PhD student with Life-long Education program and Erasmus Mundus program is added to the 12-month term for one education stage.

Art. 19. The participation in the outgoing student mobility for training has six stages:

1. application;
2. candidate selection;
3. mobility preparation;
4. training at a receiving university;
5. mobility accounting;
6. mobility acknowledgement.

Art. 20. (1) Applications for participation in the outgoing student mobility training is carried out in semesters and within the competitions announced by Erasmus + office.

(2) Within the academic year, two competitions are organized for the recruitment of candidates to participate in outgoing student mobility training:

1. March-April - submission of applications for mobility in the winter semester of the next academic year;

2. October-November - submission of applications for mobility during the summer semester of the current academic year.

(3) If unoccupied vacancies and budget are available, additional competitions can be organized for the recruitment of candidates for participation in the outgoing student mobility for training.

(4) The application requires submission of the documents in the Erasmus + office.

Art. 21. (1) The selection of candidates for student mobility training is carried out according to the procedure for administration of mobility training and practice in Erasmus + of civilian and military students and PhD students of the G.S.Rakovski National Defense College (Annex 1).

(2) The selection of candidates for student mobility for training ends with the preparation of a protocol. It includes a list of approved candidates and, if applicable, a waiting list of unapproved candidates.

(3) A technical assistant notifies in written form the participants about the decisions of the selection of candidates and sends nominations to host universities.

Art. 22. (1) Successful applicants prepare and submit a package of documents for training to the receiving university.

(2) Applicants who are qualified for academic mobility training, in conjunction with the faculty Erasmus+ coordinator and technical assistant, prepare an agreement for academic training based on a template of the European Commission.

(3) After signing the agreement for training by the student and the institutional Erasmus + coordinator, the document is sent to the host university for signing, as well. This is done by the technical assistant.

(4) Students and PhD students who need a visa are assisted by the Erasmus+ office in connection with the preparation of the invitation letter by the host university to the embassy of the partner country in the Republic of Bulgaria about participation in student mobility for training program Erasmus+.

(5) When approved for training in a foreign university, the students and PhD students attend a mandatory briefing about their rights and obligations under the Erasmus Student Charter + before, during and after mobility. The briefing is conducted by Erasmus+ faculty coordinators.

(6) The approved for training at the host university students sign a separate financial agreement with the Commandant of G.S.Rakovski National Defense College. This financial contract specifies their rights and obligations in relation to mobility, as well as the order and manner of payment of financial support and accounting.

(7) Prior to the beginning of the mobility and during mobility, the approved students and PhD students sit for a mandatory online language test to determine the level of proficiency of the working language of instruction at the host university.

Art. 23. (1) The students and PhD students, who have signed a financial agreement for mobility training within Erasmus+ program, continue to receive an academic scholarship at the G.S.Rakovski National Defense College if they are granted one.

(2) Prior to the mobility training period at the host university students and PhD students pay the due semester fee at the G.S.Rakovski National Defense College.

Art. 24. (1) The training of the students approved for Erasmus+ program is done according to a work program included in the agreement on training approved prior to the mobility.

(2) During the mobility at the host university, students and PhD students have the right to change the initially agreed work program. Changes are made with the help of the Erasmus+ experts within the deadlines set by the host university.

Art. 25. The conditions, terms and regulations for preparation and implementation of outgoing student mobility for training are regulated in the process of administration of mobility training and practice in Erasmus+ of civilian and military students and PhD students of the G.S.Rakovski National Defense College (Annex 1).

Art. 26. After the end of the study period at the host university, students and PhD students present a package of documents to Erasmus+ office to account for the mobility.

Art. 27. (1) Students and PhD students who have accomplished mobility training Erasmus+ program receive full academic recognition, provided that they have:

1. fulfilled the requirement under Art. 17, par. 1 for a minimum duration of training;
2. accumulated the number of education credits necessary for the semester or the school year.

(2) The terms and conditions for academic recognition of outgoing mobility training are considered by the committees for recognition of credits in the faculties of the G.S.Rakovski National Defense College.

Art. 28. (1) Students who have accomplished mobility training within Erasmus+ program in a higher institution of a host state are issued a Europass mobility certificate by the National Europass Centre.

(2) Europass mobility certificate is issued for each student's mobility training carried out in a program state.

(3) Erasmus + office keeps a separate register of the issued by the G.S.Rakovski National Defense College Europass mobility certificates of students who have accomplished mobility training in a host country.

(4) At the end of each calendar year, Erasmus+ office files summary standardized information to the National Europass Centre of the Europass mobility certificates issued during the year evidencing the conducted student training mobility.

Art. 29. (1) The students and PhD students who have accomplished the Erasmus+ mobility training program in a partner country university are issued Erasmus+ mobility certificate based on the template of the National Europass Centre.

(2) Erasmus+ mobility certificate is issued for each student's training mobility carried out in a partner country.

PART II

OUTGOING STUDENT MOBILITY AIMING AT PRACTICE

Art. 30. (1) Outgoing student mobility practice is carried out in foreign universities or institutions of the program and partner countries.

(2) The number of outgoing students and PhD students for the academic year is determined in accordance with the budget approved by the Human Resources Development Center for outgoing student mobility for practice.

Art. 31. (1) The right to participate in student mobility for practice applies to:

1. The students at the G.S.Rakovski National Defense College enrolled in "Master" degree;

2. PhD students at the G.S.Rakovski National Defense College.

3. graduates and PhD students at the G.S.Rakovski National Defense College, provided that their selection is done before completing the final semester of the final year of their training and their mobility is completed one year prior to their graduation.

(2) Eligible participants in outgoing mobility for practice are students and PhD students at the G.S.Rakovski National Defense College enrolled in full, part time and distance education, as well as doctoral students through independent study.

Art. 32. (1) Outgoing student practice mobility is realized by an individual work plan, developed together with the host institution.

(2) Practical training is done in the specialty / specialization, under which the approved mobility students and PhD students are trained at the G.S.Rakovski National Defense College.

(3) Outgoing student mobility for practice is between 2 and 12 months for each cycle of higher education.

(4) The duration of mobility for practice of recent graduates and PhDs of the G.S.Rakovski National Defense College is added to the maximum 12-month term of the training cycle, during which the participation selection was made.

Art. 33. Participation in outgoing student practice mobility is implemented in six stages:

1. Application;

2. Selection of candidates;
3. Preparation for mobility;
4. Practical training at a foreign institution;
5. Reporting mobility;
6. Recognition of mobility.

Art. 34. (1) Applications for participation in the outgoing student mobility for practice takes place within the competitions stated by the Erasmus+ office.

(2) Within the academic year, two competitions for the recruitment of candidates for participation in the outgoing student practice mobility are organized:

1. March-April - submission of applications for mobility for the next school year;
2. October-November - submission of applications for mobility for the current school year.

(3) In the presence of unused positions or budget, additional competitions for recruitment for participation in outgoing student practice mobility can be organized.

(4) The application requires submission of the documents to the Erasmus+ office.

Art. 35. (1) The selection of candidates for student practice mobility is subject to the administration procedure of mobility training and practice Erasmus+ for civil and military students and PhD students of the G.S.Rakovski National Defense College.

(2) The selection of candidates for student mobility for practice ends with the preparation of a protocol. It includes a list of approved candidates and, if applicable, a reserve list and a list of unapproved candidates.

(3) The technical assistant notifies in written form the participants about decisions on the selection of candidates and sends nominations to host universities - where the student practice mobility is realized, in accordance with the inter-institutional agreement on the Erasmus+ exchange program and with the financial support contract between the G.S.Rakovski National Defense College and the Human Resources Development Center.

Art. 36. (1) The candidates qualified for academic practice mobility, along with the faculty Erasmus+ coordinator and technical assistant, prepare the agreement on practical training based on the template of the European Commission.

(2) After signing the agreement for practical training by the student and the institutional Erasmus+ coordinator, the document is sent by the technical assistant for signing and then sent to the host institution.

(3) Students and doctoral students who need a visa are assisted by the Erasmus+ office in connection with the preparation of the invitation letter by the host university to the embassy of the partner country in the Republic of Bulgaria for participation in Erasmus + student practice mobility program.

(4) The students and PhD students who are approved for training at the host university attend a mandatory briefing about their rights and obligations under the Erasmus+ Student Charter before, during and after the mobility. The briefing is conducted by Erasmus+ faculty coordinators.

(5) The students and PhD students who are approved for training at the host institution sign a separate financial agreement with the Commandant of the G.S.Rakovski National Defense College (for projects in student practice mobility with the Human Resources Development Center, in which the beneficiary of financial support is the G.S.Rakovski National Defense College). The financial contract specifies their rights and obligations in relation to mobility and the order and manner of payment of financial support and accounting.

(6) Prior to the beginning of the mobility, the approved students sit for a mandatory online language test to determine the input level of proficiency in the language in which the practical training in the host foreign institution will be done.

Art. 37. (1) The students and PhD students who have signed a financial agreement for practice mobility under the Erasmus+ program continue to receive an academic scholarship at the G.S.Rakovski National Defense College if they are granted one.

(2) Prior to the period of practice mobility in a foreign institution, the students and PhD students pay the due semester fee at the G.S.Rakovski National Defense College.

Art. 38. (1) The practice of the students approved for participation in the Erasmus+ program is done according to a work program approved before the mobility and included in the agreement for practical training.

(2) During the mobility in the host institution, the students and doctoral students have the right to change the parameters of the originally agreed work program. Changes are made with the help of the mentor in the host organization and Erasmus+ faculty coordinator.

Art. 39. The conditions, terms and regulations for preparation and implementation of the outgoing student practice mobility are regulated within the administration procedure of Erasmus+ mobility training and practice for civilian and military students and PhD students of the G.S.Rakovski National Defense College (Annex 1).

Art. 40. (1) Upon completion of the practice period in the host organization, the students and PhD students present a package of documents to Erasmus+ office to account for the mobility.

(2) The terms and conditions for document reporting of the completed practical training are defined in the administration procedure of Erasmus+ mobility training and practice for civilian and military students and PhD students of the G.S.Rakovski National Defense College (Annex 1).

Art. 41. (1) Students and doctoral students who have accomplished practice mobility under the Erasmus+ program receive full academic recognition, provided that they have:

1. fulfilled the requirement under Art. 31, para. 3 for a minimum duration of the practice;

2. achieved the expected results specified in the agreement for practical training.

(2) The terms and conditions for academic recognition of the completed outgoing practice mobility are regulated within the administration procedure of Erasmus+ mobility training and practice for civilian and military students and PhD students of the G.S.Rakovski National Defense College (Annex 1).

Art. 42. (1) Students who have accomplished Erasmus+ practice mobility training program in a higher institution of a host state are issued a Europass mobility certificate by the National Europass Centre.

(2) Europass mobility certificate is issued for each student's practice mobility carried out in a program state.

(3) Erasmus + office keeps a separate register of the issued by the G.S.Rakovski National Defense College Europass mobility certificates to students who have accomplished practice mobility in a host country.

(4) At the end of each calendar year, Erasmus+ office files summarized standardized information to the National Europass Centre of the Europass mobility certificates issued during the year evidencing the conducted student practice training mobility.

Art. 43. (1) Students and PhD students who have accomplished practice mobility under the Erasmus+ program in the university from a partner country are issued Erasmus+ mobility certificate based on a template of the National Europass Centre.

(2) Erasmus+ mobility certificate is issued for each student practice mobility carried out in the partner country.

CHAPTER FIVE

OUTGOING MOBILITY OF PERSONNEL

PART I

OUTGOING MOBILITY OF PERSONNEL AIMING AT TEACHING

Art. 44. (1) Outgoing mobility of personnel with the purpose of teaching is carried out at universities of program and partner countries with which G.S.Rakovski National Defense College has previously signed an inter-institutional agreement on the Erasmus + exchange program.

(2) The number of outgoing teachers for an academic year is determined in accordance with the budget approved for outgoing teacher mobility by the Human Resources Development Center.

Art. 45. All the tenured teaching faculty of G.S.Rakovski National Defense College has the right to participate in personnel mobility, regardless of their academic position and degree.

Art. 46. The outgoing teaching mobility is carried out under a program developed by the teacher and approved by the host university.

Art. 47. (1) The outgoing mobility of teaching personnel is organized for:

1. a minimum of two days and a maximum of two months in mobility projects between program and partner countries.

(2) The duration specified in par. 1 does not include travel days.

(3) The teaching activities include minimum 8 teaching hours per week.

(4) The requirement of par. 3 applies for stays shorter than a week.

(5) If the mobility for teaching exceeds one week, the minimum number of training hours per non-full week is calculated in proportion to the duration of this week.

Art. 48. Participation in outgoing personnel mobility for teaching is implemented in six stages:

1. Application;
2. Selection of candidates;
3. Preparation for mobility;
4. Teaching at a foreign university;
5. Reporting mobility;
6. recognition of mobility.

Art. 49. (1) Applications for participation in outgoing teacher mobility are accepted per semester and within the competitions announced by the Erasmus+ office.

(2) Within the academic year, two competitions for the recruitment of candidates for participation in outgoing teaching mobility are organized:

1. March-April - submission of applications for mobility for the winter semester of the next academic year;
2. October-November - submission of applications for mobility for the summer semester of the current academic year.

(3) In the presence of available positions and budget additional competitions for recruitment for participation in outgoing teacher mobility can be organized.

(4) The application requires submission of documents to the Erasmus+ office.

Art. 50. (1) The selection of candidates for teaching mobility is done according to the administering procedure for the mobility of academic and non-academic staff of the G.S.Rakovski National Defense College for teaching and learning in Erasmus+ European program (Annex 2).

(2) The selection of candidates for teaching mobility ends with the preparation of a protocol. It includes a list of approved candidates and, if applicable, a reserve list and a list of unapproved candidates.

(3) Technical assistant notifies in written form the participants about the decisions on the selection of candidates and sends the nominations to host universities.

Art. 51. (1) The candidates qualified for teaching mobility prepare a mobility agreement based on a template of the European Commission.

(2) After signing the mobility agreement by the teacher and the institutional Erasmus + coordinator, the document is sent by the technical assistant for signing and coordinating the period of stay plus a teaching program to the host university.

(3) Teachers who need a visa are assisted by the Erasmus+ office in connection with the preparation of the invitation letter by the host university to the embassy of the partner country in the Republic of Bulgaria for participation in Erasmus+ teaching mobility.

(4) The trainers approved for teaching mobility undergo a mandatory briefing about their rights and responsibilities before, during and after the mobility. The briefing is conducted by Erasmus+ faculty coordinators (here and further on, the phrase “faculty coordinator” means also: “department coordinator” and “institution coordinator”).

(5) The trainers approved for teaching mobility sign a separate financial agreement with the Commandant of the G.S.Rakovski National Defense College. The financial contract specifies their rights and obligations in relation to mobility and the order and manner of payment of the financial support and accounting.

Art. 52. (1) The teachers who have signed a financial agreement for Erasmus+ teaching mobility program receive an order for a business trip abroad.

(2) The posting includes the full period of stay abroad under the agreement for mobility and the transport documents submitted by the teacher before the period of mobility.

Art. 53. The conditions, terms and procedures for preparation and implementation of outgoing teaching mobility are regulated in the administration procedure for mobility of academic and non-academic staff of G.S.Rakovski National Defense College with the aim of teaching and learning in Erasmus+ European program (Annex 2).

Art. 54. After the period of mobility for teaching at a foreign university, the faculty presents to the Erasmus+ office a package of documents to account for the mobility.

PART II

OUTGOING PERSONNEL MOBILITY FOR TRAINING

Art. 55. (1) Outgoing personnel mobility for training is carried out in the universities of program and partner countries with which G.S.Rakovski National Defense College has previously signed an inter-institutional agreement on the Erasmus+ exchange program.

(2) Outgoing mobility of personnel for training can take place in public or private organizations in program countries whose activities are related to the labor market or the areas of education, training and sport.

(3) The number of outgoing personnel mobility for training per academic year is determined in accordance with the budget approved by the Human Resources Development Center for outgoing mobility of personnel for training purposes.

Art. 56. All the faculty and staff on tenure at the G.S.Rakovski National Defense College have the right to participate in personnel mobility for training, regardless of their position and degree.

Art. 57. Outgoing personnel mobility for training takes place after a work program is developed by the teacher or employee and approved by the host institution.

Art. 58. (1) Outgoing personnel mobility for training is organized for:

1. A minimum of 2 days and a maximum of 2 months mobility projects between program and partner countries.

(2) The duration of par. 1 does not include travel days.

Art. 59. Participation in outgoing personnel mobility for training is implemented in six stages:

1. Application;
2. Selection of candidates;
3. Preparation for mobility;
4. Training activity in a foreign institution;
5. Reporting mobility;
6. Recognition of mobility.

Art. 60. (1) Applications for participation in outgoing personnel mobility for training is carried out in academic years within the competitions stated by Erasmus+ office.

(2) Within the academic year, two competitions for the recruitment of candidates for participation in outgoing personnel mobility for training are organized:

1. March-April - submission of applications for mobility for the next school year;
2. October-November - submission of applications for mobility for the current school year.

(3) In the presence of unused positions and budget, additional competitions for recruitment for participation in outgoing personnel mobility for training can be organized.

(4) The application requires submission of documents to the Erasmus+ office.

Art. 61. (1) The selection of candidates for personnel mobility for training is carried out through the administration procedure for mobility of academic and non-academic staff of G.S.Rakovski National Defense College with the aim of teaching and learning within Erasmus+ European program (Annex 2).

(2) The selection of candidates for personnel mobility for training ends with the preparation of a protocol. It includes a list of approved candidates and, if applicable, a reserve list and a list of unapproved candidates.

(3) Technical assistant notifies in written form the participants about the decisions on the selection of candidates and then sends nominations to foreign institutions.

Art. 62. (1) The candidates qualified for the personnel mobility for training prepare a mobility agreement based on the template of the European Commission.

(2) After signing the mobility agreement by the teacher or employee and the institutional Erasmus + coordinator, the document is sent by the technical assistant for signing and coordinating the period of stay plus the training program to the host institution.

(3) Teachers and staff who need a visa, are assisted by the Erasmus+ office in connection with the preparation of the invitation letter by the host university to the embassy of the partner country in the Republic of Bulgaria for participation in the personnel mobility for training within Erasmus+ program.

(4) The approved for mobility training teachers or employees undergo a mandatory briefing on their rights and responsibilities before, during and after mobility. The briefing is conducted by the faculty Erasmus + coordinators.

(5) The approved for mobility training teachers or employees sign individual financial agreements with the Commandant of G.S.Rakovski National Defense College. It specifies their rights and obligations in relation to mobility and the order and manner of payment of the financial support and the way of reporting on completed mobility.

Art. 63. (1) The academic and non-academic staff who have signed a financial agreement for mobility training with the Erasmus + program are given travel orders for abroad.

(2) The posting includes the full period of stay abroad under the agreement for mobility and transportation documents submitted by the teacher or employee before the period of mobility.

Art. 64. After the period of mobility training at the host institution, the teachers or employees present to the Erasmus + office a package of documents reporting the mobility.

CHAPTER SIX

INCOMING ACADEMIC MOBILITY

PART I

INCOMING STUDENT MOBILITY

Art. 65. (1) Students and PhD students are admitted for incoming student mobility from universities of program and partner countries which G.S.Rakovski National Defense College has already signed an Erasmus + exchange program agreement.

(2) The number of incoming students and PhD students from partner countries per academic year is determined in accordance with approved by the Center for Human Resources Development budget for incoming student mobility.

Art. 66. G.S.Rakovski National Defense College admits students and PhD students for incoming student mobility who: 1. meet the Erasmus + requirements; 2. are approved by the sending higher educational institution; 3. meet the requirements for training or practice at G.S.Rakovski National Defense College.

Art. 67. (1) Incoming student mobility training is done according to an individual program developed on the basis of the information included in ECTS package of G.S.Rakovski National Defense College catalog of courses in a foreign language.

(2) The training of mobile students and PhD students at G.S.Rakovski National Defense College is conducted in full-time training, regardless of the form of training in which they have enrolled in the sending university.

Art. 68. (1) Incoming student mobility practice is carried out on an individual program based on a work invitation by the department of G.S.Rakovski National Defense College which has announced a trainee vacancy.

(2) The training practice of incoming students and PhD students within the Erasmus + program in the units of G.S.Rakovski National Defense College takes place on a 5-day working week schedule with a 4-hour working day duration.

(3) The training practice of incoming students and PhD students in the Erasmus + program is between two months and 12 months long.

Art. 69. The organization of incoming student mobility is implemented in four stages:

1. application and approval of candidates;
2. preparation for mobility;
3. realization of mobility;
4. completion and reporting of mobility.

Art. 70. (1) Applications for incoming student mobility Erasmus + program are submitted after a formal letter of nominations of qualified students and PhD students from HEI is received at the Erasmus + office.

(2) For students and postgraduates from the universities of the partner countries a package of documents is attached to the letter under par. 1 proving the conducted selection under the rules of Erasmus +.

(3) The nominated for participation in the mobility Erasmus + program students and PhD students of foreign universities fill out and send to the Erasmus + office application forms according to the European Commission template.

(4) After the consideration and approval of the completed application forms by the institutional Erasmus + coordinator, the foreign students and PhD students and points of contact at foreign universities are sent a notification letter for approval.

Art. 71. (1) The approved for academic mobility students and PhD students from foreign universities prepare and send a training agreement according to the European Commission template. The Training Agreement is signed by the foreign student or PhD student and the person responsible for the program at the sending university. (2) After verification of technical compliance, the received training agreement is signed by the institutional Erasmus + coordinator of G.S.Rakovski National Defense College.

(3) Students and PhD students who need a visa receive from the Erasmus + office a letter of invitation from G.S.Rakovski National Defense College addressed to the embassy of the Republic of Bulgaria in the partner country about their participation in the Erasmus + mobility program.

(4) The university students and PhD students from partner countries approved for training at G.S.Rakovski National Defense College undergo an instruction on the rights and obligations under the Erasmus Student Charter + before, during and after mobility. The briefing covers issues such as mandatory archiving and submission to the Erasmus + office of transportation, insurance, accommodation and visa documents. The briefing is conducted by faculty Erasmus + coordinators.

Art. 72. (1) Training of incoming Erasmus + students and PhD students is done in English or another language indicated in the agreement. (2) The training of the approved for participation in the Erasmus + program students and PhD students is carried out in accordance with the previously approved work program included in the agreement.

(3) No later than 5 weeks after the start of mobility, the students and PhD students can change the initially agreed training program at G.S.Rakovski National Defense College. Changes are made through the institutional and faculty Erasmus + coordinators and the responsible person at the sending university.

Art. 73. (1) The academic training of incoming Erasmus + students is carried out in groups or as individual consultations. When determining training groups the requirements for a minimum number of students introduced for the academic year rules of G.S.Rakovski National Defense College and the institutional rules determining the employment of academic staff are observed.

(2) Incoming Erasmus + students and PhD students are trained on a weekly schedule, designed by the institutional and the faculty Erasmus + coordinators in consultation with the Education and Research Department and endorsed by the deputy Commandant of G.S.Rakovski National Defense College for academics.

Art. 74. (1) After establishing the final list of academic subjects to be taught to incoming Erasmus + students and PhD students, the size of groups and the weekly schedule of classes, the institutional Erasmus + coordinator sends a notification letter to the heads of departments about the additional workload of academic staff with a request for two teachers to be involved in the examination board and determining the ratio of participation of additional academic staff in the training process.

(2) The list of teachers, as well as the ratio of participation, the examination board in different subjects and the academic curriculum are sent by the institutional Erasmus + coordinator to the heads of departments, the teachers involved, the

faculty to which the incoming Erasmus + students are assigned and to the Education and Research Department.

Art. 75. (1) At the end of the semester the incoming Erasmus + students and PhD students sit for semester examinations which are carried out in accordance with the valid for the particular academic year Regulations for Academics at G.S.Rakovski National Defense College applicable to the full-time training students.

(2) The incoming Erasmus + students sit for semester exams within the announced timeframe for the regular and supplementary exams applicable to the full-time training students.

(3) Incoming Erasmus + students sit for the exams of their training program according to an individual schedule. The schedule for the exams on separate disciplines is developed by the institutional and faculty Erasmus + coordinators in consultation with the Education and Research Department and the individual teachers.

Art. 76. (1) Upon the completion of examination sessions, the new Erasmus + student is issued an electronic transcript in Bulgarian language by the Training and Research Department. Academic transcripts are provided to the institutional Erasmus + coordinator for English translation and technical design according to the European Commission template.

(2) Upon the completion of the period of training practice, the assigned mentor (an employee at the department in which the practice is conducted), completes an electronic certificate of practice. It is provided to the institutional Erasmus + coordinator for technical design according to the European Commission template.

Art. 77. (1) Incoming Erasmus + students and PhD students who have completed their training at G.S.Rakovski National Defense College are issued a Certificate of Attendance.

(2) The Certificate of Attendance to the incoming Erasmus + students and PhD students from universities of the partner countries is issued upon the submission in the Erasmus + office of

1. tickets as a proof of the date of travel;
2. invoices for paid nights;
3. a completed statement about lack of liabilities to the sports complex and the academic library.

Art. 78. (1) An Erasmus + Mobility Certificate is issued to the students from partner countries, who have accomplished mobility training or practice Erasmus + according to the European Commission template.

(2) An Erasmus + Mobility Certificate is issued to each incoming student mobility, carried out by a partner country.

Art. 79. (1) Issued documents pursuant to Art.76, Art.77 and Art. 78 are sent to universities for academic recognition of the period of training, the competencies and the educational credits acquired at G. S. Rakovski National Defense College during the Erasmus+ mobility program.

(2) For the academic recognition of student mobility, the higher educational institutions of partner countries issue a document according to the European Commission template.

(3) The document under par. 2 is issued no later than two weeks before the end of the mobility project agreed between the program and partner countries. A copy is kept in the Erasmus + office of G. S Rakovski National Defense College.

PART II

INCOMING MOBILITY OF PERSONNEL

Art. 80. (1) Academic and non-academic staff of higher educational institutions of the program and partner countries with which G.S.Rakovski National Defense College has already signed an agreement on Erasmus + exchange program is approved for incoming mobility

(2) The number of academic and non-academic staff of higher educational institutions of the partner countries for the academic year is determined in accordance with the approved by the Center for Human Resources Development budget for incoming mobility of staff.

Art. 81. Academic and non-academic staff is approved for incoming mobility if they:

1. meet the requirements of the Erasmus + program;
2. are approved by the sending higher educational institution;
3. qualify for academic teaching and training at G.S.Rakovski National Defense College departments.

Art. 82. (1) Incoming mobility of academic staff is done on an individual program for teaching or training tailored to the field of higher education and

professional fields in which G.S.Rakovski National Defense College carries out training of students.

(2) Incoming mobility of non-academic staff is carried out on individual training program tailored to the nature of the structural units of the G.S.Rakovski National Defense College.

Art. 83. The organization of the incoming mobility of staff is implemented in four stages:

1. approval of candidates;
2. preparation for mobility;
3. realization of mobility;
4. completion of mobility.

Art. 84. (1) Applications for incoming mobility of staff for Erasmus + are submitted after the Erasmus + office receives a formal letter with the names of approved faculty and non-academic staff from the sending higher educational institutions.

(2) As for the academic and non-academic staff of higher educational institutions of partner countries, a package of documents proving the conducted selection according to the rules of Erasmus + program is attached to the letter under par. 1

(3) The nominated for participation in the mobility program Erasmus + academic and non-academic staff from foreign universities send to Erasmus + office a mobility agreement according to the European Commission template.

(4) After examination, verification of technical compliance and approval of the training program and the duration of stay at G.S.Rakovski National Defense College by the institutional Erasmus + coordinator the foreign academic and non-academic staffs as well as the points of contact are sent letters of approval.

(5) Teachers and staff needing a visa receive an invitation letter from the Erasmus + office at G.S.Rakovski National Defense College to the embassy of the Republic of Bulgaria in the partner country about their participation in a staff mobility program Erasmus +.

Art. 85. (1) Incoming mobility of faculty and staff from foreign universities is done in English or another language indicated as working in the mobility agreement.

(2) The incoming mobility of the approved for participation faculty and staff in the Erasmus + program is arranged on an individual schedule for the period of mobility. The schedule is developed by the senior coordinator of the Erasmus +

project after a consultation with the staff and the heads of departments, which will carry out the mobility.

(3) To organize the stay at the G.S.Rakovski National Defense College of incoming faculty and staff a mentor is appointed. The faculty mentor is an Erasmus + coordinator responsible for the organizational support of the staff from foreign universities in the Erasmus + mobility program.

Art. 86. (1) Upon the completion of the mobility period the incoming faculty and staff are issued a Certificate of Attendance.

(2) The Certificate of Attendance to the faculty and staff from higher educational institutions of partner countries is issued upon submission to the Erasmus +office of:

1. a copy of purchased tickets proving the date of travel;
2. a copy of the invoices for paid nights.

Art. 87. (1) The faculty and staff having accomplished incoming mobility for the purposes of teaching or training in the Erasmus + program are issued a certificate according to the European Commission template.

(2) The Certificate is issued for each incoming mobility of staff.

CHAPTER SEVEN

FINANCING OF MOBILITY

Art. 88. (1) The actual budget for the organization of mobility at G.S.Rakovski National Defense College under KA 103 " Mobility projects for students and staff in higher education between program countries" is based on the number of actually accomplished for the period of the project outgoing mobility of students and staff, multiplied by the specified number per capita in the Financial Support Agreement with the Human Resources Development Center.

(2) The actual budget for the organization of mobility at G.S.Rakovski National Defense College under KA 107 "Mobility projects for students and staff in higher education between program and partner countries" is based on the total number of achieved for the period of the project mobility of students, PhD students and staff multiplied by the specified number per capita in the Financial Support Agreement with the Human Resources Development Center.

(3) The budget allocation for the organization of mobility is done after specifying the actual amount that G.S.Rakovski National Defense College is entitled to utilize.

(4) Eligible expenditure and legitimate activities to be financed from the budget for organizational support are described in the Erasmus +Manual and the Financial Support Agreement between G.S.Rakovski National Defense College and the Human Resources Development Center.

Art. 89. (1) Visits to partner institutions financed from the budget for organizational support are performed to monitor student mobility or negotiate inter-institutional exchange agreements.

(2) The Commandant of G.S.Rakovski National Defense College, his deputies, and the representatives of the Erasmus + office are entitled to student mobility monitoring visits.

(3) Visits to monitor student mobility are done only to partner institutions which have admitted G.S.Rakovski National Defense College mobility students and PhD students at the time of the visit.

(4) The duration of visits under par. 1 and par. 2 is maximum 5 days.

(5) Visits to foreign institutions are organized on the basis of a written travel order.

(6) To cover the costs overseas, transferees are entitled to money for travel, subsistence, accommodation and other expenses in the amount and currency stipulated in the Ordinance on Business Trips and Studying Abroad.

(7) Cases, in which the limits under par. 6 exceed those set by the European Commission maximum amounts for transportation and individual support to outgoing mobility of staff, the person is paid per diem money under the mechanisms of Erasmus+.

Art. 90. (1) The distribution of grants due to G.S.Rakovski National Defense College for organizational support is approved by the Commandant of G.S.Rakovski National Defense College, based on a report-proposal by the institutional Erasmus + coordinator about realized for the duration of the project mobility of students, PhD students and staff and the expenditures of G.S.Rakovski National Defense College directly related to the execution of mobility activities and principles of the Charter for Higher Education Erasmus+.

(2) A report-proposal is prepared by the institutional Erasmus +coordinator on the actual academic mobility for each project individually.

(3) The following papers are attached to the report under par. 2:

1. A financial reference by the Erasmus + coordinator about the due budget for organizational support, based on the actual number of mobilities for the duration of project KA 103 "Mobility Projects for students and staff in higher education between program countries" or KA 107 " Mobility projects for students and staff in higher education between program and partner countries";

2. A draft account and a statement of expenditure for mobility organization by type of activity at G.S.Rakovski National Defense College.

ADDITIONAL PROVISIONS

§1. The provisions of these rules apply to Erasmus + participants with a zero grant who:

1. receive zero or partial grant support from the European Union for the period of mobility;

2. meet all the criteria for participation in the academic mobility program Erasmus +;

3. enjoy the status of Erasmus + participants and have all the benefits arising therefrom;

4. have all obligations arising from participation in the academic mobility program Erasmus +;

5. are treated as supported as they benefit from the mobility framework and organizational activities;

6. are reported as realized mobility, and their number is included in the statistics to determine indicators of performance.

§ 2. In view of these rules:

1. Outgoing student mobility is an inter-institutional academic mobility of students of G.S.Rakovski National Defense College abroad for training in higher education or practice in an institution.

2. Incoming student mobility is an inter-institutional academic mobility of students from foreign universities for training or practice at G.S.Rakovski National Defense College.

3. Outgoing mobility of staff is an inter-institutional academic mobility of faculty and staff of G.S.Rakovski National Defense College with the purpose of teaching or training in a foreign university.

4. Incoming mobility of staff is an inter-institutional academic mobility of faculty and staff from foreign universities with the aim of teaching or training at G.S.Rakovski National Defense College.

TRANSITIONAL AND FINAL PROVISIONS

§ 3. These rules were adopted with a Resolution reflected in Protocol № 16 of the Academic Council of G.S.Rakovski National Defense College on 20.12.2016, and they come into force on the date of their adoption.

§ 4. Introduction of amendments to these rules are made by order of adoption.

ANNEXES

1. Procedure for administration of Erasmus + mobility training and practice of civilian and military students, and PhD students of G.S.Rakovski National Defense College

2. Administrative procedure for mobility of teaching and non-teaching staff of G.S.Rakovski National Defense College with the aim of teaching and learning with Erasmus+ European program.

PROCEDURE
FOR ADMINISTRATION OF MOBILITY TRAINING AND PRACTICE
FOR CIVILIAN AND MILITARY STUDENTS AND PhD STUDENTS
IN ERASMUS+ PROGRAM AT RAKOVSKI NATIONAL DEFENSE COLLEGE

I. APPLICATION

1. Submission of documents for participation in selection procedure

The students and the post-graduate students who want to participate in Erasmus+ mobility program should submit the following documents to the faculty (institute, department) coordinators (forms are available on the web-site of G.S.Rakovski National Defense College in Erasmus+ rubric):

Report (application). After the student fills out the form, the Education and Research Department enters the average score of their grades and the institutional coordinator of Erasmus+ signs the form. All required data should be entered in the reports, they should be signed and stamped, or else they will not be processed.

European Language Passport: minimum B1 on CEFR or a copy of a certificate of proficiency in a foreign language (STANAG 6001, ALCPT, etc.), if available.

2. Selection

Selection and ranking of candidates is performed by the faculty (institute, department) council.

Selection and ranking go through the following stages:

2.1. Selection based on documents: in order to establish the degree of compliance with the formal requirements of the program, the criteria of G.S.Rakovski National Defense College and the eligibility of the candidate to participate in Erasmus+ program (the overall duration of the mobility, including previous participations in the program “Lifelong Learning” and the sector program Erasmus+ should not exceed 12 months for each cycle of education).

2.2. Test in a foreign language: each candidate, who has successfully passed the first stage, sits for an exam in a foreign language (if they have not submitted a copy of a certificate of linguistic proficiency). The test is conducted in the Language Training Department.

2.3. Ranking of candidates: depending on the foreign language test results (or the submitted certificate), the average score of their grades and personal motivation, the ranking of candidates is done in the Erasmus+ office.

Technical assistants in the office distribute the approved candidates to partner universities, according to the ranking and their preferences, expressed in the application and after consultation with the faculty (institution, department) coordinator, hand in the documents for consideration by the faculty (institute, department) council.

The faculty (institute, department) council makes a decision and files a copy of the protocol, with the approval of candidates, in the Erasmus+ office.

The members of the council fill in and sign a declaration for absence of conflict of interest (a form on the web site of G.S.Rakovski National Defense College).

When the contracts (Inter-institutional Agreement 2014 – 2021) include specialties from different faculties, the institutional Erasmus+ coordinator coordinates the activities in order not to exceed the established quota for a certain type of mobility specified in the relevant contract. The study or practice duration is defined depending on the signed agreements for cooperation.

After the distribution of candidates, a technical assistant in the Erasmus+ office contacts the partner universities for their confirmation of the admission of the number of students. After a positive reply from the coordinators in the receiving institutions, a protocol of the approved candidates in different partnering universities is written in the Erasmus+ office which is submitted to the Commandant of G.S.Rakovski National Defense College for endorsement by the institutional Erasmus+ coordinator.

The protocol should include the rank, the name of the student (in Cyrillic and in brackets in Latin letters, the way it is spelled in the ID card or the international passport), personal identification number, year of study, specialty, faculty number, regular or extramural education, degree (bachelor/ master/ PhD), receiving university, city, state, duration of mobility (from...to...), personal ID number, international passport number, valid through...

Erasmus+ office prepares a report on behalf of the Commandant of G.S.Rakovski National Defense College to the Permanent Secretary of the Ministry of Defense for travel orders.

The approved for mobility students, having received the order, sign an individual financial contract with the financial coordinator of the program; on the basis of the contract students receive individual grants via bank transfer in their bank accounts.

II. BEFORE MOBILITY

1. Administration

After the approval of the candidate, the faculty coordinators (depending on the specialty of the student) together with the student prepare two copies of a Learning Agreement for studies/traineeships. The Learning Agreement for studies/traineeships is a tripartite agreement, which includes the number of lectures and seminars and/or practice in the receiving institution to be attended. The agreement is signed by the student, consulted with the faculty coordinator, signed by the institutional Erasmus+ coordinator and stamped.

The two copies are scanned and sent to the receiving institution both via e-mail and mail for signatures to the relevant Erasmus+ coordinators of the receiving institution. The subjects, included in the contract, are to provide the necessary credits, if possible, covering entirely the subjects in the curriculum of the student at G.S.Rakovski National Defense College for the duration of their posting. The subjects at the receiving institution are chosen from the web site of the relevant receiving institution or from the Erasmus+ experts in the receiving institution. If the students fail to receive the necessary number of credits for semester recognition (at least 30 credits), then the total of credits acquired at the receiving institution should amount to at least 60% (at least 18 credits) of the credits stipulated for the semester. In that case the number of credits for the semester is calculated as a sum of the number of credits, received abroad plus the number of exam credits, which the Erasmus+ students sit for according to the curriculum of G.S.Rakovski National Defense College for the relevant semester after the students' return, as the total number should correspond to the number of credits, required in the curriculum of G.S.Rakovski National Defense College. The remaining examinations in the curriculum are to be taken before the next examination session, on individual schedule (stipulated in an order by the Commandant of G.S.Rakovski National Defense College about the posting). In case of mobility for traineeship, the credits

are according to the curriculum of the relevant specialty or part of them (if applicable).

For acknowledgement of Erasmus+ mobility the students sit for additional paid examinations; the fees are decided by the Academic Council for the relevant academic year.

2. Informing the students about the approval by the receiving university

Students are informed in a letter, prepared by the staff of the Erasmus+ office at G.S.Rakovski National Defense College.

3. Submitting documents, necessary for the enrollment of students in the receiving university

The approved candidates prepare and send to the Erasmus+ office of the receiving university all required documents, and submit to the faculty coordinator copies to be filed. Those can be:

(1) An application Form to the receiving university. In case of online application it is necessary to make a printout. The following data concerning G.S.Rakovski National Defense College is entered in the application form in English:

(2) Name of sending institution - G.S.Rakovski National Defense College, Erasmus code: BG SOFIA34, Faculty (name and address of the relevant faculty), Faculty coordinator, depending on the specialty of the student, Institutional Erasmus+ Coordinator (the data of the Institutional Erasmus+ Coordinator at G.S.Rakovski National Defense College) address - Bulgaria 82 Evlogi i Hristo Georgievi Blvd., BG-1504 Sofia, Tel: 00359-02-92 26 503, Fax: 00359-02-944 23 66, and e-mail address.

(3) Housing application/Accommodation form: it may be combined with the first form or separate; or none if the receiving institution does not offer assistance for accommodation.

(4) Translated Transcript of records: students fill out the subjects they have studied in English, German or French; duration (1S – one semester, 2S – two semesters, etc.); examination grades, with a letter equivalent to 6 – A, 5 – B, 4 – C, 3 – D) and number of credits, given to the subject according to the curriculum (if required).

(5) Document, certifying linguistic competence according to CEFR.

4. Actions and obligations of the parties after the dispatch of the enrollment documents of the student to the receiving institution

(1) Student must have European health insurance. They can also buy an additional health insurance or health insurance with any insurance broker.

(2) Students select the means of transportation and the carrier and specify travel dates. They notify the technical assistant in the Erasmus+ office about receiving confirmation, as well as about the dates of the travel and the means of transportation.

(3) Students submit a bank document confirming the bank account to the financial coordinator of Erasmus+.

(4) Students fill out and send to the technical assistant in the Erasmus+ office personal details in the contract (a file from the web site of G.S.Rakovski National Defense College) for the unaccountable financial aid document.

(5) Students and the Commandant of G.S.Rakovski National Defense College sign a contract for unaccountable financial aid, for student training or practice mobility. It is prepared by the faculty coordinator, with the support of the technical assistant of the Erasmus+ office in two copies and it is signed by the students on each page and by the institutional coordinator. Based on this contract, which establishes the exact period of the mobility (no shorter than three full months for training mobility and no longer than two full months for practice, dates for travel not included, and no longer than six months) and the amount of the monthly Erasmus+ grant; followed by a travel order which is signed by the Commandant of G.S.Rakovski National Defense College.

(6) The technical assistant at the Erasmus+ office submits a copy of the order by the Commandant of G.S.Rakovski National Defense College to the financial department of G.S.Rakovski National Defense College for remittance of the grant and to the faculty, where the applicant studies, and it is filed with the student's record in Erasmus+ office

(7) Students fill out and sign a declaration of personal data protection.

(8) Students selected for mobility sit for an online language proficiency test before and at the end of the period of mobility. Participants notify the institutional coordinator, if they cannot take the test.

(9) Depending on the score of the online test, the student receives a license for an online course to reach the recommended linguistic proficiency. (At the end of the

mobility they sit for a test again to demonstrate the improvement of linguistic competence).

(10) Licenses are received from the institutional Erasmus+ coordinator at G.S.Rakovski National Defense College.

(11) Before departure, students submit to the faculty Erasmus+ coordinator a copy of a document confirming paid semester tuition, for the relevant semester at G.S.Rakovski National Defense College.

(12) Before departure, students receive from the Erasmus+ office a travel order, a contract for financial grant for training or practice (Learning Agreement for training/practice) in two copies, if the receiving university does not require their prior dispatch by post, but only scanned copies.

(13) Two weeks prior to departure, students confirm the date and hour of arrival to the Erasmus+ administrator or coordinator in the receiving institution and arrange the time of meeting.

III. DURING MOBILITY

Upon arrival, students register with the Erasmus+ coordinator of the receiving university (and hand in the Learning Agreement for training/practice in two copies) for entry of the initial date of the mobility.

Students make amendments to the details of their curriculum during the first week upon arrival and if there are any, they enter the relevant data in the Changes to the Learning Agreement for training/practice. The document is signed and sealed at the receiving university, together with the initial Learning Agreement, then a copy remains with the students and is submitted with the final report.

IV. ACCOUNTING FOR THE PERIOD OF MOBILITY AND ACADEMIC ACKNOWLEDGEMENT

At the end of mobility, students are examined for a second time to check their improvement of language competence. They are to inform the institutional Erasmus+ coordinator immediately, if they cannot do the online test. The payment of the last installment of the financial support is effected after the compulsory online evaluation at the end of the mobility. Participants also fill out an online EU survey within 30 days after the end of mobility. The compulsory online EU survey is

sent to the e-mail of the student by the European Commission. Students enter their received mobility credits. **If participants fail to fill out and submit the online survey, the institution will be required to reimburse partly or entirely the received financial aid.** Students are to account for the conducted mobility within ten days after the completion of the training/practice.

The report includes:

- Online assessment of language proficiency – before the period of mobility
- Online course (if necessary)
- Online assessment of language proficiency – at the end of mobility
- Online EU survey

Submission of the following documents for acknowledgment to the institutional Erasmus+ coordinator:

- Learning Agreement for training/practice – original.
- Transcript of Records.
- Document from the receiving institution, certifying the length of attendance, for example Certificate of Stay, if applicable
 - Report by the student: a form
 - Document, certifying the dates of entry and exit from the host country (bus tickets, plane tickets, boarding passes in original, copy of international passport with dates of entry and exit from the host country – if applicable), receipt from a gas station in a border control area in Republic of Bulgaria, etc.
 - Essay – sharing the experience and the impressions of the mobility in the host university (about half page on digital media) for the site of G.S.Rakovski National Defense College.
 - Photograph from the mobility (on digital media) for site of G.S.Rakovski National Defense College.

Students submit an application to the dean of the relevant faculty (from the web page of G.S.Rakovski National Defense College) for acknowledgement of their mobility by the Commission for acknowledgement of credits and attaches:

– Transcript of Records, issued by the host university for the period of mobility – original and official translation.

Upon presentation of all necessary documents in original, G.S.Rakovski National Defense College guarantees to all Erasmus+ students and PhD students the acknowledgment of the period of training or practice at the partner institution. That acknowledgment may be refused only if the student does not achieve the academic

level, required by the receiving university, or in some other way does not meet the requirements, set by the partner institution for the mobility for full acknowledgement of the Erasmus+ period. The grades and credits of the subjects taught at the foreign university which are part of the curriculum at G.S.Rakovski National Defense College, are entered by the administration, according to the established procedure and together with the grade from the Transcript of Records, submitted by the student and acknowledged by the Commission for Credits, with a relevant protocol. Extracurricular disciplines are entered in the European diploma annex.

In case of students' failure to meet the requirements of the course of training or practice for the period of their stay abroad, a demand for partial or full return of the grant may be brought about. That is not applicable to students and PhD students, who were prevented from completion of the planned course of study abroad because of exceptional circumstances, with a timely notification in writing to the institutional coordinator of the program at G.S.Rakovski National Defense College and to the National Agency.

V. Documents for acknowledgement of awarded and received grants for student mobility for training/practice

1. Online for the European Commission

- 1.1. Online assessment of language proficiency – before the period of mobility
- 1.2. Online course (if necessary)
- 1.3. Online assessment of language proficiency – at the end of mobility.
- 1.4. On-line EU survey

2. Documents submitted after the end of mobility to the Erasmus+ office for the annual report to the National Agency

- 2.1. Application for participation
- 2.2. European language passport "Europass"
- 2.3. Test in the foreign language that is going to be used abroad – minimum B1 level
- 2.4. Declaration in accordance with article 20, par. 1 in the Personal Data Protection Act.
- 2.5. Contract for a grant for training and practice student mobility.
- 2.6. Learning Agreement for training/practice, original
- 2.7. Changes to the Learning Agreement (if applicable), original

2.8. Transcript of Records, copy

2.9. Report by the student

2.10. Document, certifying the dates of the entry and exit from the host country (bus tickets, plane tickets, boarding passes in original, copy of international passport with the dates of entry and exit from the host country – if applicable), receipt from a gas station in a border control area in the Republic of Bulgaria, etc.

2.11. Essay – sharing the experience and the impressions of the mobility at the host university (about half page on digital media) for the Internet site of G.S.Rakovski National Defense College.

2.12. Photograph from the mobility (on digital media) for the Internet site of G.S.Rakovski National Defense College.

PROCEDURE
FOR ADMINISTERING THE MOBILITY OF FACULTY AND STAFF
FROM G.S.RAKOVSKI NATIONAL DEFENSE COLLEGE AIMING
AT TEACHING AND TRAINING UNDER ERASMUS + EUROPEAN PROGRAM

I. GENERAL

1. The present procedure regulates the organization and management of Erasmus + mobility (EM) in the Erasmus + European program at G.S.Rakovski National Defense College which includes the following activities: teaching staff mobility (TM), mobility of non-teaching staff (NTM), and organizational support (OS). The procedure is based on documents of the European Commission (EC), including the Program Guide, Version 1 (2016) of 20.10.2015, developed by the European Commission; Financial agreements with Human Resources Development Center in the city of Sofia (HRDC) and the enactments of G.S.Rakovski National Defense College.

II. CONTRACTUAL AGREEMENT

2. The right of G.S.Rakovski National Defense College to participate in Erasmus + program is based on the Erasmus University Charter signed with the European Commission for the period 2015-2020. The main obligations underlying the Charter are taken up by G.S.Rakovski National Defense College and published on its website (rnda.armf.bg).

3. (1) The bilateral exchange agreements are concluded between G.S.Rakovski National Defense College and other universities that have also been awarded the Erasmus Charter following the European Commission model for at least one academic year. They register the actual number of mobilities consistent with the requirements of the partner.

(2) Mobility can be aiming at teaching or training. Upon conclusion of the Erasmus + agreement with a foreign partner, in the case of teaching staff mobility, the area of knowledge (scientific field) is indicated.

(3) The duration of stay can be from two days (the workload of presented lectures and / or workshops held should not be less than 8 academic hours) to two months (excluding travel days).

4. (1) Draft bilateral agreements are discussed in advance with the leadership of G.S.Rakovski National Defense College in the following areas:

- resource of teaching and administrative staff having foreign language training;
- compatibility of curricula of both universities and conditions for recognition of training;
- added value as a result of the conducted mobility, which will enrich the experience and develop new ideas for improving the quality of training at G.S.Rakovski National Defense College.
- accommodation options.

(2) The agreements approved by the Commandant of G.S.Rakovski National Defense College are signed (in duplicate) by both universities (on the part of G.S.Rakovski National Defense - by its Commandant).

(3) The signed bilateral Erasmus + agreements are kept and administered by the Erasmus + office and the information about them is entered into the Mobility tool system, which will allow management of activities on the part of both, the national coordinator and the European Commission.

5 (1) Erasmus + Office at the G.S.Rakovski National Defense College submits every year a completed application form to HRDC (within a period specified by the center) which states the number of the planned mobilities, the groups of countries that will accept the mobilities, and the necessary financial resources, according to the planned duration of stay, for financing the mobilities planned in the agreements. The duration of the mobility project is indicated in the application to HRDC.

(2) The completion of the application is preceded by intra-institutional data processing of the signed bilateral agreements in accordance with HRDC requirements.

(3) The financial agreement with HRDC is signed by G.S.Rakovski National Defense College Commandant, and the information is kept in the Erasmus + office and with the financial coordinator of the program.

III. ADMINISTRATIVE AND FINANCIAL SUPPORT TO OUTGOING TEACHING STAFF MOBILITY

6. (1) Erasmus + office prepares an annual release about the actual number of TM, approved by HRDC. It is published on the website of G.S.Rakovski National Defense College. The release includes the schedule and conditions of applying for mobility at foreign partner universities on the part of the teachers.

(2) The schedule and the conditions of applying are discussed and adopted at a meeting of the faculty (institute, department) council.

(3) The financial coordinator of the program prepares a draft budget allocation for TM, where the size of the grants is determined by groups of countries, depending on the number and distance of the destination, parameters shown in the program guide provided by HRDC.

(4) Teaching staff mobility is done for teaching and learning.

(5) The right to participate in a teaching staff mobility for teaching and training have all teachers of G.S.Rakovski National Defense College, regardless of their academic position / degree, working on a permanent contract.

7. (1) Teachers who wish to participate in mobility, submit an application / report to the G.S.Rakovski National Defense College Commandant.

(2) Priority is given to teachers who participate in mobility for the first time and to young teachers and researchers when the project mobility is associated with their academic career.

(3) Preference is given to applicants that prove in their motivation to participate that the mobility:

- will contribute to the improvement of teaching methods and development of new teaching materials;
- will be used to strengthen and develop relations with faculties and departments of the partners;
- will expand and improve cooperation.

8. (1) The selection procedure for Erasmus + mobility aiming at teaching or training is based on:

1. presented invitation for teaching or training;
2. teaching or training program provided by the teacher and approved by the host institution;

3. a copy of certificate of proficiency in the contracted language of the partner institutions in Erasmus +.

(2) Additional selection criteria are:

1. cover letter in the language contracted between the institutions, partners in the Erasmus + for teaching / training;

2. correspondence between the themes of teaching or training at the foreign university and the scientific field in which the candidate teaches or researches;

3. developed materials in the appropriate language;

4. presenting of materials on taught disciplines;

5. the applicant was not involved in teacher mobility within the current academic year,.

(3) The faculty (department, institute) coordinator lodges the documents for consideration by the corresponding councils and when the resolution is affirmative, submits them in the Erasmus + office.

(4) The faculty (institute, department) council makes a decision and provides a copy of the minutes by which the candidate for TM is approved at Erasmus +office.

9. A personal file is developed for the approved teachers at Erasmus + office which includes the following documents:

1. invitation from the host institution;

2. academic curriculum vitae;

3. syllabus for teaching / training;

4. insurance for the duration of teacher's stay (if applicable);

5. declaration under the Personal Data Protection Law;

6. other documents - if necessary.

10. (1) Erasmus + office prepares a draft order for postings abroad in order to conduct the mobility, in accordance with previously agreed work program of teachers, having passed successfully the selection and received permission from G.S.Rakovski National Defense College Commandant.

(2) Erasmus + Office prepares a memorandum on behalf of G.S.Rakovski National Defense College Commandant to the Permanent Secretary of the Ministry of Defense for signing an order for posting abroad.

(3) After the order for a posting is issued, the teachers sign with the financial coordinator of the program an individual financial agreement (IFA), on the basis of which the individual grant is assigned and sent to the teacher's bank account.

11. (1) The individual grant covers the full costs, including travel, accommodation and meals, daily allowances and insurance (medical and travel). G.S.Rakovski National Defense College does not bear the costs for domestic trips (in the host country) and the related expenses for accommodation and subsistence.

(2) Teachers selected for the Erasmus + mobility undergo preliminary briefing on the rights and obligations associated with conducting the mobility and presenting the accounting documents after their return. The briefing is conducted by the senior coordinator of Erasmus + program.

12. The documents for recognition of an assigned and utilized grant for teacher mobility aiming at teaching /training are organized into a personal file of each teacher. They are kept in the Erasmus + office of G.S.Rakovski National Defense College and include:

1. A document certifying the receipt of the grant (receipts, bank statements for funds transfer to the teacher);

2. A report on the work done;

3. A report about the training (in English);

4. The original of the work program, certified by the host country;

5. A separate financial agreement between G.S.Rakovski National Defense College and the teacher;

6. A document certifying the dates of entry and exit from the host country (a copy of the international passport with the dates of entry and exit, copies of tickets, boarding cards, documents for paid sleeping accommodation, etc.).

IV. ADMINISTRATIVE SUPPORT TO OUTGOING NON-TEACHING STAFF MOBILITY

13. (1) The organization and management of the non-teaching staff mobility are only for training.

(2) The duration of the mobility in Erasmus + program for non-teaching staff can be from 2 days to 2 months (excluding travel days).

(3) The right to participate in a mobility aiming at training belongs to all the administrative or other non-teaching staff of G.S.Rakovski National Defense College working on a permanent contract.

14. (1) Those who wish to realize the mobility of non-teaching staff apply for and are approved by G.S.Rakovski National Defense College Commandant at the proposal of the institutional Erasmus + coordinator.

(2) The institutional Erasmus + coordinator of G.S.Rakovski National Defense College lodges the documents for consideration by the Scientific Committee of Experts of G.S.Rakovski National Defense College.

(3) Priority is given to employees and administrators who participate in mobility for the first time and to young employees and administrators when the project mobility is linked to their professional growth.

(4) Priority will be given to candidates who demonstrate in their motivation to participate in mobility, that it is an essential part of their professional engagement or that it will be used for the exchange of experiences and best practices.

15. (1) The selection procedure for Erasmus + mobility of non-teaching staff is based on information provided by the applicant's work program, approved by the home and host institutions.

(2) Additional selection criteria are:

1. the level of proficiency in the host country language or in the contracted working language between the institutions, partners in Erasmus+;

2. correspondence between the tasks and functions the employee performs at G.S.Rakovski National Defense College and the mobility program, which is coordinated with the foreign university;

3. Good communication and language skills certified by respective documents.

(3) The selection procedure is conducted by the Scientific Committee of Experts of G.S.Rakovski National Defense College, which provides a copy of their meeting minutes to Erasmus + office.

16. A personal file is developed for the approved employees / administrators at Erasmus + office which includes the following documents:

1. invitation from the host institution;

2. the minutes of the selection by the Scientific Committee of Experts of G.S.Rakovski National Defense College;

3. work program;

4. insurance for the duration of employee's stay (if applicable);

5. declaration under the Personal Data Protection Law;

17. (1) Erasmus + Office prepares a draft order for business trips abroad in order to conduct the mobility, in accordance with previously agreed work program

of employees/administrators, having successfully passed the selection and received permission from G.S.Rakovski National Defense College Commandant.

(2) Erasmus + Office prepares a memorandum on behalf of G.S.Rakovski National Defense College Commandant to the Permanent Secretary of the Ministry of Defense for signing a travel order.

(3) After the order for a trip abroad is issued, the candidates sign, with the financial coordinator of the program, an individual financial agreement (IFA), on the basis of which the individual grant is assigned and sent to the employee/administrator's bank account.

18. (1) The individual grant covers the full costs, including travel, accommodation and meals, daily allowances and insurances (medical and travel). G.S.Rakovski National Defense College does not bear the costs for domestic trips (in the host country) and the related expenses for accommodation and subsistence.

(2) Employees/administrators selected for the Erasmus + mobility undergo preliminary briefing on the rights and obligations associated with conducting the mobility and presenting the accounting documents after their return. The briefing is conducted by the senior coordinator of the Erasmus + program.

19. The documents for recognition of an assigned and utilized grant for accounting employee/administrator mobility include:

1. A document certifying the receipt of the grant (receipts, bank statements for funds transfer to the employee/administrator);
2. A report on the work done;
3. A report about the training (in English);
4. The original of the work program, certified by the host country;
5. A document certifying the dates of entry and exit from the host country (a copy of the passport with the dates of entry and exit, copies of tickets, boarding cards, documents for paid accommodation, etc.).
6. A separate financial agreement between G.S.Rakovski National Defense College and the employee/administrator.

V. ORGANISATIONAL SUPPORT (OS)

20. (1) The actual budget for organizing the mobility of G.S.Rakovski National Defense College under the Erasmus + corresponds to the number of the realized

mobilities during the year multiplied by the specified individual rate in the Financing Agreement with HRDC.

(2) The budget of the OP is distributed after specifying the actual amount of money that G.S.Rakovski National Defense College is entitled to obtain.

(3) The budget of the OP is distributed by the management of G.S.Rakovski National Defense College at the proposal of the institutional Erasmus + coordinator in the interest of the proper implementation of Erasmus + program.

21. The budget of the OP can be used for activities directly related to the work and commitments of G.S.Rakovski National Defense College for effective and appropriate participation in the program.

22. (1) Following the implementation of OP, the institutional Erasmus + coordinator provides information to the Commandant of G.S.Rakovski National Defense College about the funds due under OP and a reference about the realized incoming and outgoing mobilities of employees and administrative staff.

(2) The information is prepared by the financial Erasmus + coordinator of G.S.Rakovski National Defense College.

VI. ADMINISTRATIVE AND FINANCIAL SUPPORT TO INCOMING MOBILITY

23. Teachers wishing to participate in the training of foreign students having arrived as incoming mobility at G.S.Rakovski National Defense College declare their wish, offering the faculty (institute, department) board annotations of subjects to teach in a foreign language. Annotations are prepared in a certain format and after the adoption of the proposal on the side of the board are included in the ECTS package of G.S.Rakovski National Defense College.

24. The information ECTS package of G.S.Rakovski National Defense College is updated and published in English on the website of G.S.Rakovski National Defense College. Through it foreign Erasmus + students choose courses and make their individual learning plan (Learning Agreement).

(1) Teachers who commit themselves to participating in Erasmus + program and teach students from partner universities as incoming mobility, register their academic workload in an individual report at the end of the semester in the Extracurricular activity section.

(2) With teachers involved in incoming mobility, additional agreements are concluded and fees are paid from the funds provided under the organizational support.

(1) The procedure for receiving teachers from partner universities for teaching or training begins after prior consultation and approval of a work program.

(2) The Erasmus + office coordinates the activities planned in the program for incoming mobility with Erasmus + office of the sending side.

(3) The Erasmus + office organizes the conducting of programmed activities (teaching, exchange of experience, training, dissemination of best practices, etc.), with the help of the respective faculty (institute, department) Erasmus + coordinator. To this end, Erasmus + office coordinates classrooms with multimedia and other equipment with the Training and Research Department, if necessary.

(4) Erasmus + office with the help of the faculty (institutional, departmental) Erasmus + coordinator, announces and invites interested students, faculty or administrative staff to meetings, lectures, discussions, etc., planned in the work program for incoming mobility. It also prepares and publishes information on the site of G.S.Rakovski National Defense College.

(5) G.S.Rakovski National Defense College has no explicit commitment to meet guest- speakers/teachers or candidates for training and their transportation.

(6) guest-teachers are not provided the opportunity to stay in a hotel.

27. After the completion of the work program (activities, volume of delivered lectures, length of stay, etc.) the institutional Erasmus + coordinator certifies the agreement.