



ACADEMIC AFFAIRS

INSTRUCTIONS FOR INCOMING STUDENTS

(summer semester of academic year 2020/2021)

Dear students,

We welcome you once again as Erasmus students at Sofia University St. Kliment Ohridski. We hope that your stay here will be both an academic adventure and a wonderful experience. Please read this document in order to get familiar with the academic affairs related to your mobility at our university.

The Erasmus Team



1. The Academic Affairs Coordinators Ms. Nicole Marinova (nmarinova@admin.uni-sofia.bg) and Ms. Slavka Karakusheva (skarakusheva@admin.uni-sofia.bg) have sent to you an email with your username and password for the two main e-platforms at Sofia University: **SUSI and Moodle**. Please follow the instructions on how to use the platforms and how to change your password, if you want. Please remember the new one.
 - Please note that the **faculty number** written in the email identifies you as an Erasmus student at Sofia University and it is unique for you. Therefore it is important to use your own number when required.
2. During the first week at Sofia University, [the faculty coordinators](#) will arrange meetings with you, which will be held face-to-face or online. You will receive the schedule of the meetings. In case the meeting has not been scheduled yet, you should contact the faculty coordinator via email. These meetings are important in connection with your Learning Agreement: During Mobility part and the final list of courses that you will include in the During Mobility.
3. Please keep in mind that in Sofia University one course sometimes includes both lectures and seminars or/and practical work taught by different professors.
4. If you make any changes, you are required to submit within 1 month the signed During Mobility part. The deadline is **26 March 2021**. If you do not make changes in your Learning Agreement, you are not obliged to prepare the During Mobility part, but you have to inform via email your [respective Erasmus+ coordinator](#) and the Academic Affairs coordinators.



- You are obliged to choose at least 3 (three) courses from your host faculty. The list of the courses is available [here](#).
 - The ECTS of each course should correspond to the information published on our website. If you choose a course, which is not offered in the course list, please contact your faculty coordinator and ask for the ECTS.
 - You are required to include the course code in your Learning Agreement. Do not forget it!
 - The document has to be signed by you, the faculty coordinator at Sofia University and the coordinator at your home university.
 - The signed document has to be sent via email to your respective Erasmus+ coordinator, and to the Academic Affairs coordinators (nmarinova@admin.uni-sofia.bg and skarakusheva@admin.uni-sofia.bg).
 - Based on this document, you will be enrolled in the courses in SUSI.
 - If you do not provide your During Mobility by the deadline, you will be enrolled in the courses according to your Learning Agreement: Before Mobility.
 - You can receive ECTS only for the courses indicated in your Learning Agreement.
 - Once submitted, you cannot make any further changes of the During Mobility part.
5. The exam period starts on **14.06.2021** and ends on **09.07.2021**.
- The lecturers will inform you about the exact date and the format of the exam.
 - You can receive ECTS only for the courses in which you have been enrolled in the SUSI system according to your During or Before Mobility.



- Exam papers are sent directly to the lecturers and you are not responsible for them.
 - Your marks will be visible in the SUSI system, once the lecturers fill them in the system and submit the exam papers.
6. According to the inter-institutional agreement, you will receive an electronic Transcript of Records within 5 weeks after the end of your mobility period. If you need a paper copy, you can inform your Erasmus coordinator in advance.
- The Transcript of Records will include only the courses in which you have been enrolled in SUSI and which you have passed successfully.
 - The document contains information about the workload (lectures, seminars, practical work), local and ECTS grade, and ECTS credits for each course.

If you have any additional queries related to the information provided here, please contact the Academic Affairs coordinators via email:

Ms. Slavka Karakusheva: skarakusheva@admin.uni-sofia.bg

Ms. Nicole Marinova: nmarinova@admin.uni-sofia.bg

Please be aware that because of the spread of COVID-19 communication will be carried out via email. In case of urgent issues that require a meeting, you have to contact the respective coordinator in advance and arrange a meeting. The emails of all the coordinators are available [here](#).