



ACADEMIC AFFAIRS

INSTRUCTIONS FOR INCOMING STUDENTS

(winter semester academic year 2022/2023)

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. Mikaela Stancheva (mstancheva@admin.uni-sofia.bg) and Mr. Antonio Stoichkov (astoichkov@admin.uni-sofia.bg) will send you an email with your **log-in credentials** (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. Please **remember the new one**.
 - Please check your spam folder as well.
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 relation to your Learning Agreement: During Mobility part and the final list of courses that you will include in the During Mobility part.
3. If you make any changes in the courses you have initially selected, you are required to submit the signed **During Mobility part of your Learning Agreement**. The deadline is **7 November 2022**. If you do not make changes in your course list, you are not obliged to prepare the During Mobility part, but you have to inform via email your [respective Erasmus+ coordinator](#)
 - You are obliged to choose at least 3 (three) courses from your host faculty. The course list is available [here](#).
 - The number of 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 number of ECTS.



- You are required to include the course code in your Learning Agreement. Do not forget it!
 - The document has to be signed by: **1) you, 2) the [faculty coordinator](#) at Sofia University, and 3) the responsible coordinator at your home university.**
 - The signed document has to be sent via email to your respective [Erasmus+ coordinator](#).
 - 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 that have been successfully completed.
 - **Once submitted, you cannot make any further changes of the During Mobility part.**
4. The exam period starts on **23.01.2023** and ends on **17.02.2023**.
- 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 Learning Agreement (both Before and/or During Mobility parts).
 - 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 platform and submit the exam papers.



5. 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.
 - It would be issued after presenting to your [Erasmus+ coordinator](#) the document that confirms your check-out of the dormitory, if you were accommodated there.

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

Ms. Mikaela Stancheva, mstancheva@admin.uni-sofia.bg

Mr. Antonio Stoichkov, astoichkov@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](#).