

 **T R A K I A U N I V E R S I T Y**

Information for exchange students

# “Erasmus +” program – for incoming students

**Studying in Trakia University**

You are a student in an "Erasmus+" Partner University.

How to apply for studing and for placement at Trakia University?

* [Useful information for incoming students](http://uni-sz.bg/wp-content/uploads/truni/file/Information%20for%20exchange%20students%202014.doc)
* [List of courses](http://uni-sz.bg/list-of-courses/)
* [Contacts and dead-lines](http://uni-sz.bg/wp-content/uploads/truni/file/Useful_Information_-_Trakia_University-LLP_-2016_DC-lat%281%29.pdf)

Trakia University is delighted to welcome exchange students from around the world and to make their time in Stara Zagora and Bulgaria as enjoyable as possible.

First of all, you have to apply for an Erasmus period at the International Relations Office of your University. Erasmus students must be nominated by their home university to Trakia University-Stara Zagora, Bulgaria.

Contact your International Office and ask to see the information on all the courses you can study at Trakia University so you can check if we offer the subjects you need. You will obtain academic credits from the 'European Credit Transfer System' (ECTS), which you can use for recognition at your home university.

Once your application has been accepted, you will have to register in our University. To be registered as an Erasmus student, you have to send back the following documents to our International Relations Office: Application Form; Learning Agreement with Transcript of records; Training Agreement. If you wish to be accommodated at our student dormitories, complete the Application form, part 5. “Accommodation in hall of residence”. The study program will only be finalized when you arrive at Trakia University-Stara Zagora.

You can download these documents here:

* [Application form](http://uni-sz.bg/wp-content/uploads/truni/file/ApplicForm__Erasmus_TrU_BG-2016%283%29.doc)
* [Learning Agreement for studies](http://uni-sz.bg/wp-content/uploads/truni/file/HE-Learning%20agreement_studies_form_2016-TrU%281%29.docx)
* [Learning Agreement for traineeships](http://uni-sz.bg/wp-content/uploads/truni/file/HE-Learning%20agreement_traineeships_form_2016-TrU%282%29.docx)
* Transcript of records
* CV

**Preparing your exchange studies**

Each academic year Trakia University welcomes international students in exchange programs. Exchange students can study for a semester or for an academic year. It is important to prepare your exchange program on time. You will find detailed information on study programs, on application procedures and deadlines, arrival, accommodation, visa regulations and health at our website: [www.uni-sz.bg](http://www.uni-sz.bg)

**Application deadlines:**

* 15 June – Winter semester/Academic year
* 15 December – Summer semester

Academic Calendar: [www.uni-sz.bg](http://www.uni-sz.bg)

**Arrival**

It is recommended that exchange students arrive in Stara Zagora for the beginning or at least 2 days before the start of the semester. Please inform Mrs. R.Mitsova – Erasmus coordinator from University Erasmus office about your arrival. If necessary, we will have someone to meet you at the railway or bus stations.

Stara Zagora is located approximately 250 km east of the capital city Sofia. You can make your way from Sofia to Stara Zagora by bus from Central Bus station and by train from Central Railway station.

**HOW TO APPLY**

For detailed information visit [www.uni-sz.bg](http://www.uni-sz.bg)

**Requirements:**

Only students nominated by their home university or faculty are eligible for exchange studies in the framework of the Erasmus program.

Only students with good knowledge of Bulgarian language can be accepted into study programs taught in Bulgarian.

Students with good knowledge of English will be accepted into study programs taught in English, preliminary discussed with the respective Departmental Erasmus coordinator and the Faculty Dean’s office.

**Application procedures:**

Fill in and print out: (download at <http://www.uni-sz.bg/node/268> )

1. **Application Form.** If you wish to be accommodated at our student dormitories, complete the part 5. “Accommodation in hall of residence”.
2. **Learning Agreement** based on subjects chosen from one of our study programs and signed by 2 representatives from your home University (Departmental and Institutional coordinator) and stamped with the university seal.
3. **Training Agreement** signed by 2 representatives from your home University (Departmental and Institutional coordinator) and stamped with the university seal.

As soon as all above mentioned forms are filled and signed, your Erasmus coordinator have to send them to our Erasmus coordinator Mrs. Reneta Mitsova by post in original and scanned copies to: intern@uni-sz.bg

**Courses**

For detailed information on study programs visit [www.uni-sz.bg](http://www.uni-sz.bg)

The language of instruction is Bulgarian and English.

Before courses start, there is an introductory meeting of Erasmus students. Students are subsequently matriculated by the Faculty/College according to their program as indicated in the Learning Agreement and receive their student’s book.

Exchange students do not pay any tuition fees at Trakia University.

The Department of Language at the Faculty of Economics provides Bulgarian language course designed specially for international and Erasmus exchange students.

**Accommodation**

The Erasmus coordinator will arrange your accommodation at a room in one of Trakia University Halls of Residence. As we have limited capacities, please indicate your reservation as soon as possible.

**Cost for living**

The currency used in Bulgaria is Bulgarian lev(a).

Exchange rate 2011 - 1 EUR = 1,96 BGN

All cost for living: approximately 550-600 BGN per month.

 **For Contacts**

Once your application has been assessed you will receive a letter detailing you have been accepted or rejected as an exchange student at Trakia University-Stara Zagora, Bulgaria.

All documents should be sent to the International Office:

**Mailing address:**

Trakia University

International Relations Office

Students Campus, Rectorat,

Stara Zagora 6000, BULGARIA

**E-mail**: intern@uni-sz.bg

**Tel/Fax**: +359 42 699 213
**Page**: [www.uni-sz.bg](http://www.uni-sz.bg)

Thank you for your interest in studying at Trakia University as an Erasmus student.

Looking forward to seeing you in Stara Zagora!