



Erasmus+ Programme

NO: 1401

Key Action 1
 – Mobility for learners and staff –
 Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2015-21² between programme countries

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
SOFIA UNIVERSITY ST. KLIMENT OHRIDSKI	BG SOFIA 06	15, TzarOsvoboditel Blvd. Sofia 1504, Bulgaria International Relations Department TsvetanBogdanov: Tel: (+ 359 2) 9308 700 Fax: (+359 2) 986 15 97 intern@admin.uni-sofia.bg	www.uni-sofia.bg https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
<i>Dr.IvaylaPantcheva- Kadreva</i> <i>Erasmus Departmental Coordinator</i>		<i>Faculty of Chemistry and Pharmacy 1, J. Bouchier Blvd. Sofia 1167</i> <i>Tel: (+ 359 2) 8161 446 Fax: (+359 2) 962 54 38 ahip@chem.uni-sofia.bg</i>	
KOCAELI UNIVERSITY Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	E-mail: spamuk@kocaeli.edu.tr
<i>Assoc Prof. Dr. GuralpOzkoc</i> <i>Erasmus Dept. Coordinator</i> <i>Chem. Eng. Dept, Kocaeli Univ.</i>		<i>Chemical Engineering Department of Kocaeli University, Umuttepe İzmit- Kocaeli/Turkey Tel/Fax: +903033542</i>	E-mail: guralp.ozkoc@kocaeli.edu.tr

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	Student Mobility for Studies
TR KOCAELI02	BG SOFIA06	05.3 524	Chemical Engineering	1 st , 2 nd , 3 rd	20 months	(2 students x 10 months)
BG SOFIA06	TR KOCAELI02	05.3 524	Chemical Engineering	1 st , 2 nd , 3 rd	20 months	(2 students x 10 months)

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]
TR KOCAELI02	BG SOFIA06	05.3 524	Chemical Engineering	1	7 days
BG SOFIA06	TR KOCAELI02	05.3 524	Chemical Engineering	1	7 days

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Student Mobility for Studies <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
TR KOCAELI02	English		B1	B2
BG SOFIA06	English	Bulgarian	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

Additional Requirements at Kocaeli University - It's compulsory for all incoming students to attend the orientation meeting held by International Relations Unit, Kocaeli University.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR KOCAELI02	JULY	DECEMBER
BG SOFIA 06	End of June	End of November

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within **8** weeks.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELIO2	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
BG SOFIA 06	October - February	February - July

4. A Transcript of Records will be issued by the receiving institution no later than **five** weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: Each party reserves the right to extend, amend or terminate the inter-institutional agreement on the basis of reciprocity. In the event of unilateral termination of the agreement, either party should inform the other party in writing about its decision to discontinue the exchanges with a notice of at least one academic year, provided that such termination shall not affect the students nominated prior to the date of notification. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

Grading system of Kocaeli University: At Kocaeli University, one full academic year includes two terms with an ECTS credit of 30 for each. Each course is graded in numbers from 0,00 to 4,00 and these grades are equivalent in ECTS grade and level as follows: 0,00-0,50: Fail (F), 0,50-1,50: Conditional Pass (FX), 1,50-2,00: Sufficient (E), 2,00-2,50: Satisfactory (D), 2,50-3,00: Good (C), 3,00-3,50: Very Good (B), 3,50-4,00: Excellent (A).

The ECTS Credits and Grade Transformation Chart for incoming undergraduate/master's/doctorate students is available at the relevant tab of the following link: <http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1>

Sofia University St. Kliment Ohridski (BG SOFIA06)

(1) Course unit code: Refer to the ECTS information package		
(2) Duration of course unit		
Y = 1 full academic year	1S = 1 semester	2S = 2 semesters
	1T = 1 term/trimester	2T = 2 terms/trimesters
(3) Description of the institutional grading system:		
6 = Excellent - outstanding performance		
5 = Very good - above the average standard but with some errors		
4 = Good - generally sound work with notable errors		
3 = Satisfactory - fair but with significant shortcomings		
2 = Fail - considerable further work is required		
(4) ECTS grading scale:		
A = Excellent - outstanding performance with only minor errors		
B = Very good - above the average standard but with some errors		
C = Good - generally sound work with a number of notable errors		
D = Satisfactory - fair but with significant shortcomings		
E = Sufficient - performance meets the minimum criteria		
FX = Fail - some more work required before the credit can be awarded		
F = Fail - considerable further work is required		
(5) ECTS credits:		
1 full academic year = 60 credits	1 semester = 30 credits	1 term/trimester = 20 credits

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
BG SOFIA 06	International Relations Department Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/internationalrelations/erasmus_incomings

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
BG SOFIA 06	International Relations Department Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/erasmus_incomings

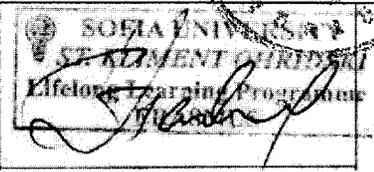
4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
BG SOFIA 06	International Relations Department Tel: (+ 359 2) 9308 700 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator On behalf of Lect. Gijdem BIBER	06.11.2014	
BG SOFIA06	Prof. Ivan Ilchev Institutional Coordinator Rector	31.10.2014.	

⁶ Scanned signatures are accepted