



NO: 1236

Erasmus+ Programme**Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility****Inter-institutional agreement 2014-2021¹
between programme countries****[Minimum requirements]²**

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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
TECHNICAL UNIVERSITY – SOFIA Mrs. O. Ignatova Mrs. D. Margenova Faculty (agreement coordinator): Assoc. Prof. D-r Michael Todorov	BG SOFIA16	8 Kl. Ohridski Blvd. 1000 Sofia Int.integration Dept. E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655 E mail: michael.todorov@tu-sofia.bg Tel. +359 (02) 965 2531	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
Kocaeli Üniversitesi Erasmus Institutional Coordinator: Prof. Dr. Serdal PAMUK School of Civil Aviation Erasmus school coordinator: Assist. Prof. Dr. Melike Akkaraca KÖSE	TR KOCAELI02	Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr Kocaeli Üniversitesi Arslanbey Kampusu Sivil Havacılık Yükseköğül 41285 Kartepe Kocaeli, TURKEY Phone: +90 262 351 33 10 E-mail: melike.kose@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/ http://shyo.kocaeli.edu.tr/index.php/page/undergraduate-programme/36

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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	Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]		
TR KOCAELI02	BG SOFIA16	071	Aeronautical Engineering	1 st , 2 nd , 3 rd	3x 8 months	—	
BG SOFIA16	TR KOCAELI02	071	Aeronautical Engineering	1 st , 2 nd , 3 rd	3x 8 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.]

⁴ 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>)

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	Staff Mobility for Training *	
				[total number of days of teaching periods or average duration *]		
BG SOFIA16	TR KOCAELI02	071	Aeronautical Engineering	1 teachers /1 week 5 hours each	1 staff/1 week	
TR KOCAELI02	BG SOFIA16	071	Aeronautical Engineering	1 teacher /1 week 5 hours each	1 staff/1 week	

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵		
				Student Mobility for Studies	Staff Mobility for Teaching	
				[Minimum recommended level: B1]	[Minimum recommended level: B2]	
BG SOFIA16	071	EN		B1 or higher	B2	
TR KOCAELI02	071	TR	EN	B1 or higher	B2	

Remarks: Based on the learning agreement (courses chosen) students need to hand in an official document from the HEI or respective institution, stating the required language level in EN Language.

⁵ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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

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]
BG SOFIA16	TU – Sofia needs to receive the signed & complete application package by <input type="checkbox"/> 1 May (students who need a visa) <input type="checkbox"/> 15 June (students who do not need a visa)	TU – Sofia needs to receive the signed & complete application package by <input type="checkbox"/> 1 October (students who need a visa) <input type="checkbox"/> 15 November (students who do not need a visa)
TR KOCAELI02	1 July	1 December

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

2. The receiving institution will send its decision within [5] weeks.

3. **A Transcript of Records will be issued by TU faculties no later than 5 weeks after the assessment period has finished, but not later than 30 September 20XX of the Erasmus academic year (in effect as of 1 September 20XX -1.). Every student must pick up the transcript him/herself! The TU Sofia will NOT automatically send your transcript to your home university. If the student's exam grades are not yet available when you leave, please make arrangements with the proper office to have your transcript sent to you.**

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

In case that one partner decides to terminate the agreement, all partners need to be notified by 1 September 20XX at the latest. The decision will take effect as of 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

TU OF SOFIA: <http://www.tu-sofia.bg/Erasmus/index.html>

ECTS grade	points	mark	Bulgarian-in words	English-in words
A	100-90	6.0	ОТЛИЧЕН	EXCELLENT Outstanding performance
B	89-80	5.0	МНОГО ДОБЪР	VERY GOOD Above the average standard but with some errors
C	79-70	4.0	ДОБЪР	GOOD Generally sound work with a number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3	ДОСТАТЪЧЕН	SUFFICIENT Performance meets the minimum criteria
F	49-0	2	СЛАБ /НЕДОСТАТЪЧЕН /	FAILED Substantial improvement necessary; requirement of further work

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/kurum.cfm?Dilid=1&selection=056C8B83DEAB1EA0B053CC6A91A3C92A>

* These grades are transferred into the highest equivalent grade at Kocaeli University.FX grades are regarded as "Conditional Pass" by Kocaeli University depending on the semester grade point average of a student.

2. Visa

[F.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
BG SOFIA16	International integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Mrs. D. Margenova: E mail: margenova@tu-sofia.bg	http://www.mfa.bg/setlang/en/ http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
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

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
BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: oignatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=A232C244A92E14F825ADA97181F8BD7B



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
BG SOFIA16	Int.integration Dept. Mrs. O. Ignatova , E mail: ognatova@tu-sofia.bg Tel. +359(02) 9653436; Mrs. D. Margenova: E mail: margenova@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg http://www.tu-sofia.bg/eng_new
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: merasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/aks/ogr/enci.cfm?Dilid=1&selection=38E5F80DDDB31209BDB694D1ECEBA1F9 http://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
BG SOFIA16	VICE RECTOR: PROF. DR. ENCL. Valer MLADENOV 8, KLIMENT OHRIDSKO BLVD. Tel. +3592 8623073 Fax.: +3592 8683215	10.09.2010	
TR KOCAELI02	Erasmus Institutional Coordinator: Prof.Serdar PAMUK, Ph.D.	23.12.2013	

⁶ Scanned signatures are accepted