



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2021-25 between programme countries

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 (email, phone)	Website (eg. of the course catalogue)
University of National and World Economy, Sofia	BG SOFIA03	Institutional Erasmus Coordinator: Assoc. prof. Ekaterina Tosheva, Ph.D. etosheva@unwe.bg Erasmus Office : Studentski Grad "Hristo Botev" UNWE – office 1003, Sofia 1700 Tel.: +359 2 81 95 389; Fax: +359 2 862 86 72 erasmus@unwe.bg	www.unwe.bg/mobility/en Courses catalogue: https://www.unwe.bg/mobility/en/pages/10639/courses-taught-in-english.html
Kocaeli University, Kocaeli, Turkey Faculty of Economics and Administrative Sciences Business Administration Department	TR KOCAELI02	Prof. Ayşe Günsel Department Coordinator ayse.gunsel@kocaeli.edu.tr Institutional Erasmus Coordinator Assoc. Prof. Dr. Banu Inan Karagül International Office Unit No: 30 Umuttepe Kocaeli T: +90 262 303 38 42-43-44-48-95-96 banu.inan@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php

B. Mobility numbers¹ per 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 [number of students/ total number of months of the study periods *]	Student Mobility for Trainee ships *
BG SOFIA03	TR KOCAELI02	041	Business Management	1-2	4	1
TR KOCAELI02	BG SOFIA03	041	Business Management	1-2	4	1

[*Optional: subject area code & name and study cycle are optional.]

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 *]	Staff Mobility for Training *
BG SOFIA03	TR KOCAELI02	041	Business Management	7 days	7 days
TR KOCAELI02	BG SOFIA03	041	Business Management	7 days	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:

¹ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG SOFIA03	Management	English	Bulgarian	B2 English	B2 English
TR KOCAELI02	Management	Turkish	English	B1 English	B2 English

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

BG SOFIA03: information for incoming exchange students:

<https://www.unwe.bg/mobility/en/pages/4075/erasmus-international-incoming-students.html>

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 SOFIA03	Nomination: 30 June Application: 31st July	Nomination: 30 November Application: 31st December
TR KOCAELI02	JULY	DECEMBER

*

2. The receiving institution will send its decision within 6 weeks.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
BG SOFIA03	September – January	February - June
TR KOCAELI02	September - February	February - June

*

4. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

5. Termination of the agreement

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

² For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

20xx will only 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.

F. Information

1. Grading systems of the institutions

Grading Scale

TR KOCAELI02

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>

BG SOFIA03:

<http://www.unwe.bg/mobility/en/pages/4075/international-students.html>

Bulgarian Grading System			International Grading Systems		
Grade	Definition	Average Distribution	ECTS	10 point System	20 point System
6	Excellent	10	A	8.5 - 10	19 - 20
5	Very good	25	B	7.5 - 8.5	16 - 18
4	Good	30	C	6.5 - 7.5	13 - 15
3	Sufficient	25	D, E	5.5 - 6.5	10 - 12
2	Fail	10	F, FX	< 5.5	< 10

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 SOFIA03	erasmus@unwe.bg	https://mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria
TR KOCAELI02	International Relations Unit Phone: +90 (262) 303 3862 Email: Phone: +90 (262) 303 3862	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 SOFIA03	erasmus@unwe.bg	http://www.en.nhif.bg/web/quest/home
TR KOCAELI02	International Relations Unit Phone: +90 (262) 303 3862 Email: Phone: +90 (262) 303 3862	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7


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 SOFIA03	erasmus@unwe.bg	http://www.unwe.bg/mobility/en/pages/4075/international-students.html
TR KOCAELI02	International Relations Unit Phone: +90 (262) 303 3862 Email: Phone: +90 (262) 303 3862	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature³
BG SOFIA03	Prof. Miroslava Rakovska, Ph.D Vice-Rector	02.03.2021	

³ Scanned signatures are accepted

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR KOCAELI02	Institutional Erasmus Coordinator Assoc. Prof. Banu İnan Karagül	4/3/21	

⁴ Scanned signatures are accepted