



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² **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 details⁴ (email, phone)	Website (eg. of the course catalogue)
Sofia University St. Kliment Ohridski Prof. Ivan Ilchev Institutional Coordinator	BG SOFIA06	International Relations Department Fax: (+ 359 2) 946 01 15; (+359 2) 986 15 97 Tel: (+ 359 2) 9308 416 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations
Associate Professor, PhD, Mira Markova		Faculty of History Mira Markova; Associate Professor, PhD, mira_markova@hotmail.com , Tel: + 359 2 9308 356	http://www.clio.uni-sofia.bg/BG/k-ethnologia-p9.html
Kocaeli University Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: dogan.yuksel@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assoc. Prof. Dr. Erol ÇETİN Departmental Coordinator		Kocaeli Üniversitesi, Fen-Edebiyat Fakültesi, Tarih Bölümü Tel.: +90 262 303 28 22 E Mail: erolcetin@kocaeli.edu.tr	http://fef.kocaeli.edu.tr/index.php/index?id=18#

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.

A. Information about higher education institutions

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] 6	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships *	
TR KOCAELI02	BG SOFIA06	0222	History	1st	2x10	_____
		0222	History	2d	2x10	_____
BG SOFIA06	TR KOCAELI02	0222	History	1st	2x10	_____
		0222	History	2d	2X10	_____

[*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 Staff Mobility for Training *	
TR KOCAELI02	BG SOFIA06	0222	History	1 x 8 hours	—
					—
BG SOFIA06	TR KOCAELI02	0222	History	1 x 8 hours	—
					—

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:

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>)

⁶ 1st: undergraduate, 2nd: master or 3rd: PhD

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		English	Turkish	B1	B2
BG SOFIA06		English	Bulgarian	B1	English B1

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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 SOFIA06	Beginning of October - February	February – Mid of July

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

2. Sofia University will send its decision within 6 weeks after nomination.

The partner institution will send its decision within 6 weeks.

3. Sofia University: A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI.

Partner institution: A Transcript of Records will be issued no later than 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]

4. Nature and termination of the agreement

The agreement is valid for the academic years indicated above and may be modified by simple letter, fax or e-mail signed by the institutional coordinator of the Socrates programme or the head of international relations. Prolongation may be done in the same way. Termination of the agreement: At least one year advance notice before the start of the following academic year is necessary for unilateral termination of the agreement. The start of the academic year is agreed upon to be Oct 1st. A termination by mutual consent is possible until Dec. 31st for the following academic year. In cases, all students and staff who have already been admitted to bilateral exchange projects will be allowed to finish their projects as foreseen.

Nature of the agreement: The above parties agree to cooperate in the activities shown. This is intended to be an agreement of cooperation and exchange where both parties agree to make use of the ERASMUS programme wherever applicable in order to facilitate the co-operation. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and ERASMUS rules and EUC standards where applicable. Exchanges without making use of Erasmus are possible. Both parties agree to provide all information necessary in order to facilitate the mobility of students and staff. The agreement is open to persons without discrimination according to ethnic background, nationality, creed, sex. Simple exchange students are exempt from tuition fees at the host institution on a mutual basis and are entitled to rights and privileges compatible with the treatment foreseen for Erasmus students.

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

Kocaeli University grading system

⁷ 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>

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

2S = 2 semesters

1S = 1 semester

2T = 2 terms/trimesters

1T = 1 term/trimester

(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 SOFIA06	Tel: (+ 359 2) 9308 220; 9308 416 E-mail: intern@admin.uni-sofia.bg	https://www.uni-sofia.bg/index.php/eng/the_university/international_relations/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/ogrenci.cfm?Dilid=1&selection=91BF3295261EF3B3AA0EA9F6795E7194
BG SOFIA06	International Relations Department Tel: (+ 359 2) 9308 220; 9308 416 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/ogrenci.cfm?Dilid=1&selection=7403F4A1E7FB19ABC87719AABEA6F6E1
BG SOFIA06	Tel: (+ 359 2) 9308 220; (+359) 2 9308 416 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 ⁸
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	10.04.2015	
BG SOFIA06	Prof. Ivan Ilchev Institutional Coordinator	20.12.2013	

⁸ Scanned signatures are accepted