



Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2018/2019-2022/2023²
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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
TECHNICAL UNIVERSITY – SOFIA, 8 Kl. Ohridski Blvd. 1000 Sofia Faculty of Mechanical Engineering	BG SOFIA16	University Erasmus Coordinator prof. PhD T. Tashev Int.integration Dept. Mrs. V. Dobрева, Erasmus exchange coordinator: E mail: vdobрева@tu-sofia.bg Tel. +359(02) 9652655, 8 Kl. Ohridski Blvd., 1000 Sofia/Bulgaria Agreement coordinator prof. Milka Vicheva, PhD,, Dean of the Faculty of Mechanical Engineering	Www.tu-sofia.bg http://www.tu-sofia.bg/Erasmus/index.bg
Kocaeli University Architecture Department	TR KOCAELI02	Institutional Coordinator Assoc. Prof. Dr. Banu İNAN KARAGÜL E-mail: international@kocaeli.edu.tr Tel: +90 262 303 38 62 Departmental Coordinators Assist. Prof. Dr. Mehtap ÖZBAYRAKTAR E-mail: mehtap.ozbayraktar@kocaeli.edu.tr Tel: +90 262 303 42 64 Assist. Prof. Dr. Emre KİSHALI E-mail: kishali@gmail.com Tel: +90 262 303 42 67	http://int.kocaeli.edu.tr/ http://ects.kocaeli.edu.tr/index.cfm?Dilid=1

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *

[*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 *]	Staff Mobility for Training *
BG SOFIA16	TR KOCAELI02	07 073	Engineering, manufacturing and construction Architecture and Town Planning	1x5=5 days	
TR KOCAELI02	BG SOFIA16	07 073	Engineering, manufacturing and construction Architecture and Town Planning	1x5=5 days	

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>)

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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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG SOFIA16	Engineering, manufacturing and construction Architecture and Town Planning	Bulgarian	English	ENG:B1	ENG:B2
TR KOCAELI02	Engineering, manufacturing and construction Architecture and Town Planning	Turkish	English	ENG:B2	ENG : 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

TU – Sofia, BG SOFIA16:

1/ Incoming Exchange Students are required to agree on the duration and kind of studies (study courses or project work) with the faculty (agreement coordinator) prior arrival at TU – Sofia.

2/ TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.

TR KOCAELI02 -http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=how-to-apply

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG SOFIA16	15 June	15 th November

⁶ 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>

TR KOCAELI02	July	December
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[* to be adapted in case of a trimester system]

2. 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).
3. 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

3. Termination of the agreement

The present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated by one of the Universities upon prior notice to the other in writing not later than one year before the termination date, without prejudice to the activities under way. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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

⁷

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

				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:

ECTS Grade	Equivalent Grade in Letters	Equivalent Grade in Numbers	Equivalent Grade out of 100	Level
A	AA	4,00	90-100	Excellent
B	BA	3,50	85-89	Very Good
C	BB	3,00	80-84	Good
D	CB	2,50	75-79	Satisfactory
E	CC	2,00	65-74	Sufficient
FX*	DC	1,50	58-64	Conditional Pass
FX*	DD	1,00	50-57	Conditional Pass
F*	FD	0,50	40-49	Fail
F*	FF	0,00	39 and less	Fail

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. V. Dobreva, E mail: vdobreva@tu-sofia.bg	http://www.mfa.bg/setlang/en/ http://www.tu-sofia.bg/Erasmus/index.bg
TR KOCAELI02	International Relations Unit +90(262) 303 38 43 international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=student-visa

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	Mrs. V. Dobрева: E mail: vdobрева@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg
TR KOCAELI02	International Relations Unit +90(262) 303 38 43 international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=insurance

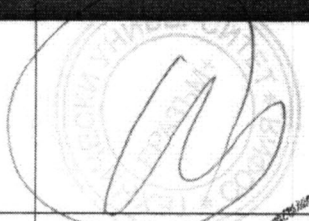
4. Housing

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG SOFIA16	Mrs. V. Dobрева: E mail: vdobрева@tu-sofia.bg Tel. +359(02) 9652655	http://www.tu-sofia.bg/Erasmus/index.bg
TR KOCAELI02	International Relations Unit +90(262) 303 38 43 international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accommodation

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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature®&Stamp
BG SOFIA16	Prof. Tasho Tashev, PhD University Erasmus Coordinator	17.01.2019	
TR KOCAELI02	Assoc. Prof. Dr. Banu Inan Karagul Erasmus Institutional Coordinator	18/01/2019	