



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds

2021-2027

Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

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The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2021/2022]	[2021]
End of validity	[2027/2028]	[2027]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
Technical University - Sofia 8 Kl. Ohridski Blvd., 1000 Sofia Faculty of Transport	BG SOFIA16	University Erasmus coordinator Prof. Tasho Tashev, PhD 8, Kliment Ohridski, Blvd.1000 Sofia, Bulgaria Tel: + 359 2 965 2324 Email: t_tashev@tu-sofia.bg Prof. Dr.-Eng. M. Todorov, E- mail: michael.todorov@tu-sofia.bg Tel: +359 2 965 2531. Erasmus Faculty coordinator: Assoc. Prof. N. Pavlov, E mail: npavlov@tu-sofia.bg Tel. + 359 2 965-2956 Administrative contact: Mrs. V. Dobрева, International integration Department-central level, E-mail: vdobreva@tu-sofia.bg Tel.: +359 2 965 2655 Dimitrinka Margenova, E mail: dmargenova@tu-sofia.bg Tel. No +359 2 9652655	https://tu-sofia.bg/ https://tu-sofia.bg/university/317

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

UNIVERSITY OFF KOCAELI, TURKEY, Faculty of Aeronautics and Astronautics	TR KOCAELI02	University Erasmus coordinator : Prof. Dr. Banu İNAN KARAGÜL international@kocaeli.edu.tr Agreement coordinator: Tuba A. Akman tubaerskou@gmail.com +902623033842 Erasmus Faculty coordinator: Aircraft Airframe-Powerplant Maintenance Assoc. Prof. Dr. Özgür BORA ozgur.bora@kocaeli.edu.tr Aircraft Electrical and Electronic Assoc. Prof. Dr. Mehlika Şengül KARAARSLAN mmehlika@kocaeli.edu.tr	http://ects.kocaeli.edu.tr/index.cfm?Dilid=1&CFID=2638269&CFTOKEN=3a1757dc5b950d83-C64E11C9-A5C6-9A56-C3BFE48E16C30ACD
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B. Mobility numbers³ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
						Student mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
BG SOFIA16	TR KOCAELI02	0710	Engineering and Engineering Trades - Aviation Engineering		1 st , 2 nd , 3 rd	3 Students	X 8 = 24 months	3 Students	X 8 = 24 months
TR KOCAELI02	BG SOFIA16	0710	Engineering and Engineering		1st, 2nd, 3rd	3 Students	X 8 = 24 months	3 Students	X 8 = 24 months

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

			ering Trades- Aviatio						
			n Engine ering						

X Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
BG SOFIA16	TR KOCAELI02	0710	Engineering and Engineering Trades- Aviation Engineering	2 teachers 8 Hours each	10 days	2 members	10 days
TR KOCAELI02	BG SOFIA16	0710	Engineering and Engineering Trades - Aviation Engineering	2 teachers 8 Hours each	10 days	2 members	10 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	Optional:	Language	Language	Recommended language of
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institution [Erasmus code]	Subject area	of		instruction level ⁴	
		instruc- tion 1	instruc- tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG SOFIA16	As above	EN	FR	B1 or higher	B2 or higher
TR KOCAELI02	As above	Turkish	English	B1 or higher	B2 or higher

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
BG SOFIA16	30 May	30 October
TR KOCAELI02	15 June	15 November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
BG SOFIA16	30 June	30 November
TR KOCAELI02	15 July	15 December

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
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⁴ 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>

BG SOFIA16	Mrs. K. Ivanova k.ivanova@tu-sofia.bg + 359 2 965 3436	https://www.tu-sofia.bg/erasmus/erasmus
TR KOCAELI02	Deniz Çıkılı international@kocaeli.edu.tr +902623033895	http://int.kocaeli.edu.tr/index_en.php

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
BG SOFIA16	Academic requirements CV Motivation letter Other	Number of ECTS credits completed: One academic year corresponds to 60 ECTS credits, one semester to 30 credits. The preparation of thesis Bachelor degree is evaluated with 10 credits and of Master degree – with 15 credits.	https://www.tu-sofia.bg/erasmus/erasmus
TR KOCAELI02	Academic requirements CV Motivation letter Other	Number of ECTS credits completed: One academic year corresponds to 60 ECTS credits, one semester to 30 credits.	http://int.kocaeli.edu.tr/index_en.php

The receiving institution will send its decision within 5 weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure	Description of infrastructure (optional)	Contact details (email,	Website for information
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code]	adjusted for people with:	phone)
BG SOFIA16	<ul style="list-style-type: none"> - Reduced mobility - Hearing impairments - Visual impairments - ... 	<p>•Students or staff with disabilities are requested to inform of their needs and support needed at application stage, in order to guarantee that their needs and requirements can be addressed and the right support assured prior to their arrival. TU- Sofia could welcome students and staff with disabilities, only according to prior approval of each separate case.</p> <p>•Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty with copy sent to the Incoming Student Mobility Office k.ivanova@tu-sofia.bg of the Technical University of Sofia.</p> <p>•In case of additional requirements in regard to academic, organisational or other aspects (e. g. students with special needs) please contact the Student Mobility Office k.ivanova@tu-sofia.bg</p> <p>•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.</p>
		<p>Mrs. K. Ivanova k.ivanova@tu-sofia.bg + 359 2 965 3436</p>
		https://www.tu-sofia.bg/erasmus/erasmus
TR KOCAELI02		Deniz ÇIKILI
		<p>international@kocaeli.edu.tr</p> <p>intoffice@kocaeli.edu.tr</p>
		http://int.kocaeli.edu.tr/index_en.php

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
BG SOFIA16	<ul style="list-style-type: none"> - Reduced mobility - Hearing impairment 	XXXXXX ???	Mrs. K. Ivanova	https://www.tu-sofia.bg/erasmus/erasmus

	S - Visual impairment S - ...		k.ivanova@tu-sofia.bg + 359 2 965 3436	
TR KOCAELI02		Deniz ÇIKILI	international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php

F. Information

1. 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	Mrs. K. Ivanova k.ivanova@tu-sofia.bg + 359 2 965 3436	https://www.tu-sofia.bg/erasmus/erasmus
TR KOCAELI02	Deniz Çıkılı international@kocaeli.edu.tr +902623033895	http://int.kocaeli.edu.tr/index_en.php

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	Mrs. K. Ivanova k.ivanova@tu-sofia.bg + 359 2 965 3436	https://www.tu-sofia.bg/erasmus/erasmus

TR KOCAELI02	Deniz Çıkılı international@kocaeli.edu.tr +902623033895	http://int.kocaeli.edu.tr/index_en.php
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3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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. K. Ivanova k.ivanova@tu-sofia.bg + 359 2 965 3436	https://www.tu-sofia.bg/erasmus/erasmus
TR KOCAELI02	Deniz Çıkılı international@kocaeli.edu.tr +902623033895	http://int.kocaeli.edu.tr/index_en.php

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
BG SOFIA16	ECTS and Grading System	Mrs. K. Ivanova k.ivanova@tu-sofia.bg + 359 2 965 3436	https://www.tu-sofia.bg/erasmus/erasmus
TR KOCAELI02	ECTS and Grading System	Deniz Çıkılı international@kocaeli.edu.tr +902623033895	http://ects.kocaeli.edu.tr/index.cfm?Dilid=1

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.

Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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."]

Grading systems of the institutions:

1/ TU-SOFIA, BG SOFIA 16

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 number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3.0	ДОСТАТЪЧЕН	SUFFICIENT Performance meet the minimum criteria
F	49-0	2.0	СЛАБ/НЕДОСТАТЪЧЕН/	FAILED

				Substantial improvement necessary, requirement of further work
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2/ UNIVERSITY OF KOCAELI, TR KOCAELI02

- Faculty of Aeronautics and Astronautics
- ECTS System
- At KOCAELI UNIVERSITY one full academic year includes 2 terms with an ECTS of 30 for each. Each course is grading in numbers from .00 – 4.00 and these grades are equivalent in ECTS and level as follows: 0.00-0.99- (F), 1.00-1.99 fail (FX), 2.00-2.49 sufficient (E); 2.50-2.99 SATISFACTORY (D), 3.00-3.49 Good (C); 3.50-3.80 VERY GOOD (B); 3.81-4.00 EXCELLENT
The ECTS credits and Transformation Chart for incoming undergraduate/masters/doctorate students is available at a relevant tab of the following link
<http://int.kocaeli.edu.tr/index.php?sayfa=page&id=taninma-usul-ve-esaslar-koordinatörler>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
BG SOFIA16	University Erasmus Coordinator: Prof. Tasho Tashev	22/06/2022	
TR KOCAELI02	International Relations Unit Coordinator Prof. Dr. Banu İNAN KARAGÜL	20/06/2022	

⁵ Scanned signatures are accepted