



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
KARABUK UNIVERSITY	TR KARABUK01	Lect.Oya Önalın International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 oyaonalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
TECHNICAL UNIVERSITY OF VARNA	BG VARNA02	Administrative Contact Eng. Mariela Choleva (Institutional Operative Coordinator) 1 Studentska Str., 9010 Varna, Tel/Fax: +359-52-302442 mariela.choleva@tu-varna.bg Academic Contact Assist. Prof. Angel Marinov PhD, Departmental Coordinator of Electronics Department Tel: +359 (0)52 385 725 a.marinov@tu-varna.bg	www.tu-varna.bg http://www.tu-varna.bg/tu-varnaetm/index.php?lang=en

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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 November 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 Trainees hips *
TR KARABUK01	BG VARNA02	0713; 0714	Electricity and energy; Electronics and automation	1 st	2 persons X 5 = 10 months	tbc
				2 nd	2 persons X 5 = 10 months	
BG VARNA02	TR KARABUK01	0713; 0714	Electricity and energy; Electronics and automation	1 st	2 persons X 5 = 10 months	tbc
				2 nd	2 persons X 5 = 10 months	

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 *
TR KARABUK01	BG VARNA02	0713; 0714	Electricity and energy; Electronics and automation	2 X 5 = 10 days	2 X 5 = 10 days
BG VARNA02	TR KARABUK01	0713; 0714	Electricity and energy; Electronics and automation	2 X 5 = 10 days	2 X 5 = 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:

² 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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01	BG VARNA02	Turkish	English	B1 English	B2 English
BG VARNA02	TR KARABUK01	Bulgarian	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

TR KARABUK01:

Not Applicable

BG VARNA02:

-Application forms and Learning Agreements should be filled in English in capital letters with correct address of University and correct name of responsible Erasmus coordinator;

-Student should send Application Form (with photo), a photocopy of the ID card, Learning Agreement in 2 copies, signed and stamped by Erasmus coordinators with 3 photos to the address: Erasmus Office, Technical University of Varna, 1, Studentska Str.9010 Varna, BULGARIA (tel +359 52 302442)

-Students should hold insurance card.

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 KARABUK01	May31st	October31st
BG VARNA02	June 30 th	November 30 th

2. Students have to apply in our online application system and follow all requirements in that.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
4. 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 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.

³ 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>

F. Information

1. Grading systems of the institutions

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Equivalent	Grading in 100	Grading in 4.00
A	A1	90-100	4.00
B	A2	80-89	3.50
C	B1	70-79	3.00
D	B2	65-69	2.75
E	C	60-64	2.50
	G		0
FX	F3		
F	F1		
	F2		
	K		

Falling Grades:

1) F1: is given to students who do not fulfill the requirements for attendance, and who do not have right to take the final or makeup examination, coefficient is zero.

2) F2: is given to students who attend the classes regularly, but do not take the final or makeup examinations, coefficient is zero.

3) F3: is given to students who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is

4) K: is given to students who fail the course. It is for non-credit courses

5) G: Pass (Out of Grade)

ECTS SYSTEM	KBU GRADING SYSTEM					
Letter Grades	Master's Degree			Doctorate's Degree		
	Letter Equivalent	Grading in 100	Grading in 4.00	Letter Equivalent	Grading in 100	Grading in 4.00
A	AA	95-100	4.00	AA	95-100	4.00
B	BA	85-94	3.50	BA	85-94	3.50
C	BB	75-84	3.00	BB	75-84	3.00
D	CB	65-74	2.50			
E	G		0	G		0
FX	F1			F1		
F	F2			F2		
	F3			F3		
	K/E			K/E		

BG VARNA02: http://new.tu-varna.bg/images/site/studenti/ECTS-GUIDE_2015-2016.pdf
<http://www.studyinbulgaria.com/grading-scale/>

ECTS Grade	Bulgarian Grade	Definition
A - Excellent	5.50-6.00	EXCELLENT - outstanding performance with only minor errors
B- Very good	4.50-5.49	VERY GOOD- above the average standard but with some errors
C - Good	3.50-4.49	GOOD - generally sound work with a number of notable errors
D- satisfactory	3.00-3.49	SATISFACTORY - fair but with significant shortcomings
E, FX, F- fail	2	FAIL - some more work required

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	Website for information
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
BG VARNA02	Mrs. Mariela Choleva mariela.choleva@tu-varna.bg	http://www.mfa.bg/en/pages/109/index.html

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	Website for information
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
BG VARNA02	Remains the responsibility of the staff member/student	

4. Housing

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr	
BG VARNA02	Mrs. Mariela Choleva mariela.choleva@tu-varna.bg	http://new.tu-varna.bg/images/site/studenti/ECTS-GUIDE_2015-2016.pdf

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR KARABUK01	Prof. Dr. Refik Polat Rector	30.05.2016	
BG VARNA02	Prof. Rosen VASILEV Rector and Institutional Coordinator	30.05.2016	

¹ Scanned signatures are accepted