



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
St. Cyril and St. Methodius University of Veliko Turnovo  European Integration and Mobility Office, 2 T. Turnovski str., 5003 Veliko Turnovo, Bulgaria  tel. +359 62 618 268, tel. +359 62 618 310  Fax: +359 62 658505	BG VELIKO 01	Prof. Bagrelia Borisova, Erasmus Institutional coordinator e-mail: <a href="mailto:b.borisova@uni-vt.bg">b.borisova@uni-vt.bg</a>  BA responsible: e-mail: <a href="mailto:ep@uni-vt.bg">ep@uni-vt.bg</a> , <a href="mailto:silviya.vtu@gmail.com">silviya.vtu@gmail.com</a>  Incoming: <a href="mailto:incoming@uni-vt.bg">incoming@uni-vt.bg</a>  Outgoing: <a href="mailto:erasmus@uni-vt.bg">erasmus@uni-vt.bg</a>  Teacher mobility: <a href="mailto:tm@uni-vt.bg">tm@uni-vt.bg</a>  <a href="http://www.uni-vt.bg/1/">http://www.uni-vt.bg/1/</a>  <a href="http://www.uni-vt.bg/2/?page=1205">http://www.uni-vt.bg/2/?page=1205</a>	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<b>Departmental coordinator:</b> Slavi Petrov Dimitrov Teodosii Turnovski str. 25 entr.V, ap 3; 5003 Veliko Turnovo; Bulgaria Tel: 00359- 887 394173; e-mail: slavi_omurtag@abv.bg	
KARABUK UNIVERSITY TR KARABUK01	TR KARABUK01	Oya Onalan Address : Balıklarkayası 100.Yıl 78050 Karabük/Turkey Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 Email: oyaonalan(5).karabuk.edu.tr	Assoc. Prof. Oznur Yazıcı, Department of Geography Address : Balıklarkayası 100.Yıl Edebiyat Fakültesi, 78050 Karabük/Turkey Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 Email:oznuryazici(5), karabuk.edu.tr
[...]			

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
BG VELIKO 01	TR KARABUK01	4432 / 0532	Earth Sciences (Geography)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 (10)	Only by individual agreement
TR KARABUK01	BG VELIKO 01	4432 / 0532	Earth Sciences (Geography)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 (10)	Only by individual agreement

[\*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.]

<sup>5</sup> 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>

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 VELIKO 01	TR KARABUK01	4432 / 0532	Earth Sciences (Geography)	2 (10)	Only by individual agreement
TR KARABUK01	BG VELIKO 01	4432 / 0532	Earth Sciences (Geography)	2(10)	2 (only if individual agreement is approved)

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG VELIKO 01		Bulgarian	English	B1	B2
TR KARABUK01		Turkish	English	B1	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

*[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.]*

<sup>6</sup>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 VELIKO 01:** In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [incoming@uni-vt.bg](mailto:incoming@uni-vt.bg)

**TR KARABUK01:**

## 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 VELIKO 01	Nomination: 30 June Application: 15 July	Nomination: 31 October Application: 30 November
TR KARABUK01	Nomination deadline: September 16 <sup>th</sup> Application deadline: May 31 <sup>th</sup>	Nomination deadline: February 17 <sup>th</sup> Application deadline: October 31 <sup>th</sup>

2. The receiving institution will send its decision within 1 week.
3. 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]*
4. Termination of the agreement

*[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' guide<sup>7</sup>. 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.]*

**BG VELIKO 01:**

<sup>7</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Scale	Grade Description	US Grade Notes
6.00	Отличен (Excellent)	A
5.00 - 5.99	Многодобър (Very Good)	B+
4.00 - 4.99	Добър (Good)	B
3.00 - 3.99	Среден (Sufficient)	C
2.00 - 2.99	Слаб (Poor)	F Fail

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		

**Failing 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
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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		

## **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 VELIKO 01	<a href="mailto:incoming@uni-vt.bg">incoming@uni-vt.bg</a>	<a href="http://www.uni-vt.bg/2/?page=1205">http://www.uni-vt.bg/2/?page=1205</a>
TR KARABUK01	<a href="mailto:embassy.sofia@mfa.gov.tr">embassy.sofia@mfa.gov.tr</a> <a href="mailto:consulate.burgas@mfa.gov.tr">consulate.burgas@mfa.gov.tr</a> <a href="mailto:consulate.plovdiv@mfa.gov.tr">consulate.plovdiv@mfa.gov.tr</a>	<a href="http://sofya.be.mfa.gov.tr">sofya.be.mfa.gov.tr</a> <a href="http://burgas.cg.mfa.gov.tr">burgas.cg.mfa.gov.tr</a> <a href="http://filibe.bk.mfa.gov.tr">filibe.bk.mfa.gov.tr</a>

## **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 VELIKO 01	<a href="mailto:incoming@uni-vt.bg">incoming@uni-vt.bg</a>	<a href="http://www.uni-vt.bg/2/?page=1205">http://www.uni-vt.bg/2/?page=1205</a>
TR KARABUK01		

#### 4. Housing


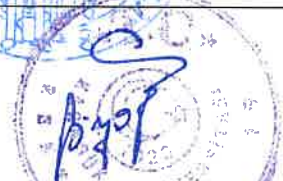
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG VELIKO 01	<a href="mailto:incoming@uni-vt.bg">incoming@uni-vt.bg</a>	<a href="http://www.uni-vt.bg/1/">http://www.uni-vt.bg/1/</a>
TR KARABUK01		<a href="http://www.altinkalemkarabuk.com/iletisim.html">http://www.altinkalemkarabuk.com/iletisim.html</a> <a href="http://www.cebioglugrup.com/tr/contact/">http://www.cebioglugrup.com/tr/contact/</a> Girls: <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu</a> <a href="http://karabukevim.com/?page_id=8">http://karabukevim.com/?page_id=8</a> <a href="https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr">https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr</a> <a href="https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr">https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr</a> <a href="http://beyazincisafranbolu.com/index.php?islem=iletisim">http://beyazincisafranbolu.com/index.php?islem=iletisim</a> <a href="http://www.karabukcelebikizyurdu.com/iletisim.html">http://www.karabukcelebikizyurdu.com/iletisim.html</a> <a href="http://www.ayvazlaryurt.com/iletisim.asp">http://www.ayvazlaryurt.com/iletisim.asp</a> Boys: <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu</a> <a href="https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr">https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr</a> <a href="https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr">https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr</a>

		<a href="http://www.pansionadres.com/iletisim.html">http://www.pansionadres.com/iletisim.html</a>
		<a href="https://plus.google.com/108641637779944114075/about?gl=tr&amp;hl=tr">https://plus.google.com/108641637779944114075/about?gl=tr&amp;hl=tr</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
BG VELIKO 01	Prof.Plamen LEGKOSTUP, Dr.Habil, Rector	07	
TR KARABUK01	Prof.Dr.Burhanettin UYSAL Rector	09 DEC 2013	

<sup>8</sup>Scanned signatures are accepted