



Erasmus+ Programme

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

Inter-institutional agreement 2017 - 2018

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	Erasmus code	Contact details	Website
Visshe Uchilishte po Menidzhmant (Varna University of Management)	BG ALBENA01	erasmus@vumk.eu Institutional Coordinator: Ms Christina Armutlieva christina.armutlieva@vumk.eu Tel.: +359 58 65 56 38 Fax: +359 58 60 57 60	http://erasmusplus.vum.bg/
Karabuk University	TR KARABUK01	Lecturer Oya Önalın International Relations Coordinator ☎: + 90 370 433 6687 Fax : + 90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx

More contact and other information can be given in a separate info sheet accompanying this agreement.

B. Mobility numbers 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 the calendar year (for the next academic year).

FROM	TO	Subject area code (ISCED)	Subject area name	Study cycle level	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
BG ALBENA01	TR KARABUK01	340	Business and administration	1 st , 2 nd	4x5 months=20 months	
TR KARABUK01	BG ALBENA01	340	Business and administration	1 st , 2 nd	4x5 months=20 months	

FROM	TO	Subject area code (ISCED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
BG ALBENA01	TR KARABUK01	340	Business and administration	2 x 1 week	2 x 1 week
TR KARABUK01	BG ALBENA01	340	Business and administration	2 x 1 week	2 x 1 week

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	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies / Traineeships	Staff Mobility for Teaching
BG ALBENA01		English		B1	B2
TR KARABUK01		English	Turkish	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

D. Additional requirements

BG ALBENA01: Visshe Uchilishte po Menidzhmant (Varna University of Management) has the necessary infrastructure to welcome students and staff with disability. For more information, please contact the International Cooperation Department at erasmus@vumk.eu

TR KARABUK01

Karabuk University does not 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	Autumn semester	Spring semester
BG ALBENA01	30 th June	30 th November
TR KARABUK01	May31th	October31th

2. The receiving institution will send its decision within **4 weeks from the application deadline**.
3. A Transcript of Records with attendance dates will be issued by the receiving institution no later than **5 weeks after the assessment period** has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.
4. Termination of the agreement

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. 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

BG ALBENA01:

<http://erasmusplus.vum.bg/wp-content/uploads/2016/08/VUM-ECTS-Guide-Information-on-the-Institution.pdf>

TR KARABUK01

<http://ubys.karabuk.edu.tr/bologna/index-en.aspx>

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	Contact details	Website for information
BG ALBENA01	erasmus@vumk.eu Tel.: +359 58 65 56 38 Fax: +359 58 60 57 60	http://erasmusplus.vum.bg/incoming-students-programme-countries-ka103/
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr Phone: 00903704336687 - 2335 Fax: 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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	Contact details	Website for information
BG ALBENA01	erasmus@vumk.eu Tel.: +359 58 65 56 38 Fax: +359 58 60 57 60	http://erasmusplus.vum.bg/incoming-students-programme-countries-ka103/
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr Phone: 00903704336687 - 2335 Fax: 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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	Contact details	Website for information
BG ALBENA01	erasmus@vumk.eu Tel.: +359 58 65 56 38 Fax: +359 58 60 57 60	http://erasmusplus.vum.bg/incoming-students-programme-countries-ka103/
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr Phone: 00903704336687 - 2335 Fax: 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
BG ALBENA01	Prof. Todor Radev, Rector	27.12.2016	
TR KARABUK01	Prof. Dr. Refik POLAT Rector	26.12.2016	