Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-20[21][2]
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.

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[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.

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)
Izmir Bakircay University Department of Business Administration	TR IZMIR10	**Institutional coordinator:** Prof. Tuncer Asunakutlu erasmus@bakircay.edu.tr Phone:+90 232 493 00 00 **Management Departmental coordinator:** **Assoc. Prof. Sezer Bozkus Kahyaoglu** Phone:+90 232 493 00 00 Sezer.bozkus@bakircay.edu.tr	www.bakircay.edu.tr http://bilgipaketi.bakircay.edu.tr/?lang=en-US https://uik.bakircay.edu.tr/Sayfalar/1955/secmeli-ders-havuzu
University of National and World Economy, Sofia	BG SOFIA03	**Institutional Erasmus Coordinator:** Assoc. prof. Ekaterina Tosheva, Ph. D. etosheva@unwe.bg Erasmus Office: Studentski Grad "Hristo Botev" UNWE — office 1003, Sofia 1700 Tel. : +359 2 8 1 95 389; Fax: +359 2 862 86 72 erasmus@unwe.bg	www.unwe.bg/mobility/en Courses catalogue: https://www.unwe.bg/mobility/en/pages/10639/courses-taught-in-english.html
[...]			

B. Mobility numbers[5] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
TR IZMIR10	BG SOFIA03	0413	Management and administration	1st	2 students x 5 months	1 student x 3 months
BG SOFIA03	TR IZMIR10	0413	Management and administration	1st	2 students x 5 months	1 student x 3 months

[*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 *
TR IZMIR10	BG SOFIA03	0413	Management and administration	2 teachers x 5 days	2 staffs x 5 days

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[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)

BG SOFIA03	TR IZMIR10	0413	Managem ent and administr ation	2 teachers x 5 days	2 staffs x 5 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 institution [Erasmus code]	*Optional: Subject area*	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR10	Management and administration	Turkish	English	B1 (English)	B2 (English)
BG SOFIA03	Management Information Systems	English	Bulgarian	B2 (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

[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.]

TR IZMIR10:

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[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

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: erasmus@bakircay.edu.tr

In 2018, Izmir Bakircay University was rewarded with "Space Access Flag Award" and became Izmir's first and only unimpeded state university. We aim at meeting the needs of disabled students in order to improve their success through enabling their participation in all of the academic and non-academic activities organized within the university.

Partner institution:

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 IZMIR10	Nomination: 15th June Application: 15th July	Nomination: 15th November Application: 15th December
BG SOFIA03	Nomination: 30 June Application: 31st July	Nomination: 30 November Application: 31st December

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 4 weeks.

3. 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. *[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[7]. 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.]

Grading systems of the institutions

MK OHRID01: http://uist.edu.mk/Erasmus/IncomingStudents

TR IZMIR10:

In Izmir Bakircay University Grading System, each course unit is graded on a scale from 0 to 4 points, each numerical grade has equivalence to letter score as follows:

Success Grade	Coefficient	Definition
AA	4,00	Excellent
BA	3,50	Very Good
BB	3,00	Good
CB	2,50	Fair
CC	2,00	Satisfactory
DC	1,50	Pass
DD	1,00	Conditional Pass
FF	0,00	Fail
GR	x	Not Attended
DZ	x	Unattended
MU	x	Exempt
BL	x	Successful
BZ	x	Unsuccessful

Partner institution's grading system:

https://www.unwe.bg/mobility/en/pages/4075/erasmus-international-incoming-students.html

Bulgarian Grading System	International Grading Systems

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[7] http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

Grade	Definition	Average Distribution	ECTS	10 point System	20 point System
6	Excellent	10	A	8.5 - 10	19 - 20
5	Very good	25	B	7.5 - 8.5	16 - 18
4	Good	30	C	6.5 - 7.5	13 -1 5
3	Sufficient	25	D, E	5.5 - 6.5	10 - 12
2	Fail	10	F, FX	< 5.5	< 10

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
TR IZMIR10	International Relations and Exchange Programs Coordinatorship erasmus@bakircay.edu.tr +90 232 493 00 00/ 1131 / 1189	https://uik.bakircay.edu.tr/
BG SOFIA03	erasmus@unwe.bg	https://www.mfa.bg/en/services-travel/consular-services/travel-bulgaria/visa-bulgaria

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:

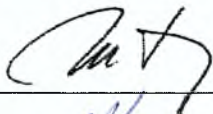| Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR IZMIR10	International Relations and Exchange Programs Coordinatorship erasmus@bakircay.edu.tr +90 232 493 00 00/ 1131 / 1189	https://uik.bakircay.edu.tr/
BG SOFIA03	erasmus@unwe.bg	https://www.en.nhif.bg/web/guest/home

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
TR IZMIR10	International Relations and Exchange Programs Coordinatorship erasmus@bakircay.edu.tr +90 232 493 00 00/ 1131 / 1189	https://uik.bakircay.edu.tr/
BG SOFIA03	erasmus@unwe.bg	https://www.unwe.bg/mobility/en/pages/4075/erasmus-international-incoming-students.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
TR IZMIR10	Prof. Dr. Mustafa Berktaş Rector	24.03.2021	
BG SOFIA03	Prof. Dr. Miroslava Rakovska Vice Rector	19.04.2021	