



# Erasmus+ Programme

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

## Inter-institutional agreement 2015-2021 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 (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
		<b>Departmental:</b> Assist. Prof. Dr. Ahmet Celik ( Department Coordinator: Agreement Promoter ) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2906 E-mail: <a href="mailto:ahmetcelik6141@gmail.com">ahmetcelik6141@gmail.com</a>	

<p><b>Yıldız Technical University</b></p>	<p>TR ISTANBU07</p>	<p><b><u>Departmental:</u></b></p> <p>Assist. Prof. Dr. Ali Volkan Akkaya ( <i>Department Coordinator: Contact Person for outgoing students</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2786 E-mail: <a href="mailto:aakkaya@yildiz.edu.tr">aakkaya@yildiz.edu.tr</a></p> <p>Research Assistant. Dr. Alper Uysal ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2807 E-mail: <a href="mailto:auysal@yildiz.edu.tr">auysal@yildiz.edu.tr</a></p> <p>Assist. Prof. Dr. Orkun Ozener ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2900 E-mail: <a href="mailto:oozener@yildiz.edu.tr">oozener@yildiz.edu.tr</a></p> <p>Assist. Prof. Dr. Muzaffer METİN ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2894 E-mail: <a href="mailto:megilmez@yildiz.edu.tr">megilmez@yildiz.edu.tr</a></p> <p>Research Assistant Meltem Demirci ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2796 E-mail: <a href="mailto:mdemirci@yildiz.edu.tr">mdemirci@yildiz.edu.tr</a></p>	
<p>TECHNICAL UNIVERSITY OF SOFIA</p> <p>8, Kliment Ohridski Blvd., 1000 Sofia, Bulgaria</p>	<p>BG SOFIA 16</p>	<p><b><u>Institutional:</u></b></p> <p>Institutional Erasmus Coordinator Int. Integration Department</p> <p>Prof. Dr. - Eng. Valeri Mladenov, Vice-Rector Tel : (+359 2) 965 2131; fax: (+359 2) 8682131; e-mail: <a href="mailto:valerim@tu-sofia.bg">valerim@tu-sofia.bg</a> Mrs. D. Margenova</p>	<p><a href="http://www.tu-sofia.bg/eng">http://www.tu-sofia.bg/eng</a></p>



<b>Faculty of Industrial Engineering</b>		e-mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436 Mrs. Mira Momchilova e-mail <a href="mailto:mimomchilova@tu-sofia.bg">mimomchilova@tu-sofia.bg</a> tel. +359(02)9652655	
		<b>Departmental:</b>  Assoc. Prof. Mara Kandeveva-Ivanova, Faculty of Industrial Technology, Department "Theory of Machines and Mechanisms", Laboratory of Tribology e-mail: <a href="mailto:kandevam@gmail.com">kandevam@gmail.com</a> tel. +359(02)9652560	

### B. Mobility numbers 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, 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
Yildiz Technical University TR ISTANBU07		0715	Mechanical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3 Students *5=15 months	
Technical University of Sofia BG SOFIA 16		071	Mechanical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3 Students *15=15 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
Yildiz Technical University  TR ISTANBU07		0715	Mechanical Engineering	3* 7 days=21 days	3* 7 days=21 days
Technical University of Sofia  BG SOFIA 16		071	Mechanical Engineering	3* 7 days=21 days	3* 7 days=21 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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies  [Minimum recommen ded level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
BG SOFIA 16		English	English	B1  (no certification)	B2  (no certification required)

<sup>1</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>



				required)	
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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 ISTANBU07:** <http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

**BG SOFIA 16:** In case you need more detailed information please contact the International Exchange Office (e-mail: [margenova@tu-sofia.bg](mailto:margenova@tu-sofia.bg); . +359(02)9653436, e-mail [mimomchilova@tu-sofia.bg](mailto:mimomchilova@tu-sofia.bg), tel. +359(02)9652655)

#### 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 ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
BG SOFIA 16	TU-Sofia needs to receive the signed & complete application package by: <ul style="list-style-type: none"> <li>• 1 May (students who need visa)</li> <li>15 June (students who don't need visa)</li> </ul>	TU-Sofia needs to receive the signed & complete application package by: <ul style="list-style-type: none"> <li>• 1 October (students who need visa)</li> <li>15 November (students who don't need visa)</li> </ul>

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 [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

### TR ISTANBU07:

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

### BG SOFIA 16:

<http://www.tu-sofia.bg/Erasmus/index.html>

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 a number of notable errors
D	69-60	3.5	ЗАДОВОЛИТЕЛЕН	SATISFACTORY Fair but with significant shortcomings
E	59-50	3	ДОСТАТЪЧЕН	SUFFICIENT Performance meets the minimum criteria
F	49-0	2	СЛАБ /НЕДОСТАТЪЧЕН /	FAILED Substantial improvement necessary; requirement of further work

## 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 ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
BG SOFIA16	Int. Integration Department Mrs. D. Margenova e-mail: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436 Mrs. Mira Momchilova e-mail <a href="mailto:mimomchilova@tu-">mimomchilova@tu-</a>	<a href="http://www.tu-sofia.bg/university/317">http://www.tu-sofia.bg/university/317</a> <a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</a> <a href="http://tu-sofia.bg/">http://tu-sofia.bg/</a> <a href="http://mfa.bg/setlang/en/">http://mfa.bg/setlang/en/</a>



	sofia.bg tel. +359(02)9652655	
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### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
BG SOFIA 16	Int. Integration Department Mrs. D. Margenova e-mial: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436 Mrs. Mira Momchilova e-mial <a href="mailto:mimomchilova@tu-sofia.bg">mimomchilova@tu-sofia.bg</a> tel. +359(02)9652655	<a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</a> <a href="http://tu-sofia.bg/">http://tu-sofia.bg/</a>

### **4. Housing**


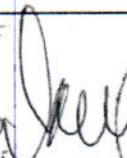

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>
BG Sofia 16	Int. Integration Department Mrs. D. Margenova e-mial: <a href="mailto:margenova@tu-sofia.bg">margenova@tu-sofia.bg</a> tel. +359(02)9653436 Mrs. Mira Momchilova e-mial <a href="mailto:mimomchilova@tu-sofia.bg">mimomchilova@tu-sofia.bg</a>	<a href="http://oldweb.tu-sofia.bg/Erasmus/index.html">http://oldweb.tu-sofia.bg/Erasmus/index.html</a> <a href="http://tu-sofia.bg/">http://tu-sofia.bg/</a>

	sofia.bg tel. +359(02)9652655	
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	03 MAR 2015	Assoc. Prof. Dr. B. ALPERSOY YTU LLP / Erasmus Institutional Coordinator 
BG SOFIA 16	Vice Rector: Prof. Dr. Eng. Valeri Mladenov <i>Institutional Erasmus Coordinator</i> TECHNICAL UNIVERSITY 1000 SOFIA 8, KLIMENT OHRIDSKI BLVD Tel: +3592 8623073 Fax: +3592 8683215		 

<sup>2</sup> Scanned signatures are accepted