



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2020² 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 ³ (email, phone)	Website (eg. of the course catalogue)
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 ext.249 Departmental Coordinator: Esra Pakin Albayrak epakin@gelisim.edu.tr +902124227000 ext. 331	http://dio.gelisim.edu.tr/Anasayfa-eng-.html
ANGEL KANCHEV UNIVERSITY OF RUSE (UR)	BG ROUSSE01	Institutional coordinator: Assoc. Prof. PhD Juliana Popova jppopova@uni-ruse.bg Tel : +359 82 888 255	http://www.uni-ruse.bg/index_en.php http://erasmus.uni-ruse.bg/en/

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

B. Mobility numbers⁴ 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]	Sub ject are a cod e * [IS CED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies(SMS) [total number of months of the study periods or average duration*]	Student Mobility for Traineeships (SMP)
TR ISTANBU32	BG ROUSSE 01	041	Business Administration	1 st -2 nd	1x10	
		312	International Economic Relations	1 st -2 nd	1x10	
		312	European Studies	1 st -2 nd	1x10	
		413	Industrial Management	1 st -2 nd	1x10	
BG ROUSSE 01	TR ISTANBU32	041	Business Administration	1 st -2 nd	1x10	
		312	International Economic Relations	1 st -2 nd	1x10	
		312	European Studies	1 st -2 nd	1x10	
		413	Industrial Management	1 st -2 nd	1x10	

[*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.]

⁴ 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(TS) [total number of days of teaching periods or average duration *]	Staff Mobility for Training(ST) *
TR ISTANBU32	BG ROUSSE 01	041	Business Administration	2x5 (hours)	1x2 (weeks)
		312	International Economic Relations		
		312	European Studies		
		413	Industrial Management		
BG ROUSSE 01	TR ISTANBU32	041	Business Administration	2x5 (hours)	1x2 (weeks)
		312	International Economic Relations		
		312	European Studies		
		413	Industrial Management		

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU32		Turkish	English for 8 programs and courses for exchange students	B1	B2

⁵For 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 ROUSSE01		Bulgarian (BG)	English (EN) (selected courses)	B1	B2
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For more details on the language of instruction recommendations, see the course catalogue of each institution.

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.]

University of Ruse has suitable facilities for disabled persons.

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 ISTANBU32	1 July	30 November
BG ROUSSE01	Application deadline 30 June	Application deadline 30 November

[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

In the event of unilateral 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."

F. Information

1. Grading systems of the institutions

BG ROUSSE01:

Local grade	ECTS grade
6 (excellent)	A
5 (very good)	B
4 (good)	C
3 (fair)	D
2 (poor)	FX
No attendance	F
No exam	F

TR ISTANBU32

<http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html>

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 ISTANBU32	erasmus@gelisim.edu.tr tel. +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html
BG ROUSSE01	dgeorgieva@uni-ruse.bg tel./fax: +359 82 888 650	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 (email, phone)	Website for information
TR ISTANBU32	erasmus@gelisim.edu.tr tel. +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html
BG ROUSSE01	dgeorgieva@uni-ruse.bg tel./fax: +359 82 888 650	Insurance cover is not automatically provided.

	http://erasmus.uni-ruse.bg/en
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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 ISTANBU32	erasmus@gelisim.edu.tr tel. +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html
BG ROUSSE01	dgeorgieva@uni-ruse.bg tel./fax: +359 82 888 650	http://erasmus.uni-ruse.bg/en Students state their wish to be accommodated in the student dormitory in the Erasmus application form.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶ and stamp
TR ISTANBU32	Prof. Dr. H. Murat ÖZLER Vice Rector	23.01.2014	
BG ROUSSE01			

⁶Scanned signatures are accepted

	http://erasmus.uni-ruse.bg/en
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TR ISTANBU32	erasmus@gelisim.edu.tr tel. +902124227000 ext. 249	http://dio.gelisim.edu.tr/Aitmenu-1-2-accomodation-.html
BG ROUSSE01	dgeorgleva@uni-ruse.bg tel./fax: +359 82 888 650	http://erasmus.uni-ruse.bg/en Students state their wish to be accommodated in the student dormitory in the Erasmus application form.

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TR ISTANBU32	Prof. Dr. H. Murat ÖZLER Vice Rector	23.01.2014	
BG ROUSSE01	Prof. DSc. Hristo Beloev	24.01.2014	

⁶Scanned signatures are accepted