



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-20[21]² 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 Bilgi University	TR ISTANBU11	Beyhan Demir Langlois Institutional coordinator, Tel: + 90 212 311 52 19, beyhan.langlois@bilgi.edu.tr Departmental Coordinator: Murat Ozbank Murat.ozbank@bilgi.edu.tr	http://www.bilgi.edu.tr/en/information/international-center/ Course Catalogue: http://www.register.bilgi.edu.tr/coursecatalog/yeni/index.asp?mmi=108&lang=en
University of Plovdiv	BGPLOVDIV04	Institutional Erasmus Coordinator Assoc. Prof. Maria Stoyanova; marianas@uni-plovdiv.bg +359 32 261462	www.uni-plovdiv.bg

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.

Faculty of Philosophy and History		Agreements' Administrator Mrs. Nadya Kaneva nadya@uni-plovdiv.bg +359 32 261363 Faculty Agreement Coordinator Borislava Petkova, PhD, Department of Ethnology, Faculty of Philosophy and History, University of Plovdiv, 4000 Plovdiv, 24 Tzar Assen Str.; tel.: +35932261435; fax: +35932261433; e-mail: borislava.p@gmail.com bpetkova@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/28 www.uni-plovdiv.bg/logos
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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]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	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 ISTANBU1 1	BG PLOVDIV 04	313	Political Science and Civics	1 st , 2 nd , 3 rd	2* 6 months	N/A
BG PLOVDIV 04	TR ISTANBU11	22	Humanities	1 st , 2 nd , 3 rd	2* 6 months	N/A

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR ISTANBU11	BG PLOVDIV 04	313	Political Science and Civics	2* 1 week	N/A
BG PLOVDIV 04	TR ISTANBU11	0.8	Humanities	2* 1 week	N/A

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 ISTANBU11	22	Turkish	English	English B2	English B2
BG PLOVDIV 04	22	English	English (staff only)	English B1	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁵ 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>

D. Additional requirements

TR Istanbul11

- Info about online nomination and application system:
<http://international.bilgi.edu.tr/en/international-center/incoming/erasmus-exchange/application/>
- Additional requirements: Please see fact sheet (attached)
- BILGI is able to receive students with disabilities. This can be discussed before each nomination. Students with special needs must be reported in detail by their home universities.
- Istanbul Bilgi University does not accept extensions of the Erasmus period, neither for incoming nor for outgoing students.

BG PLOVDIV04:

- Exchange studies for PhD students are organized according to individual plans.
- Incoming staff members should apply for visits to the respective faculty coordinators (<https://uni-plovdiv.bg/pages/index/160/>)

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 ISTABU11	1 April-1 June	1 September-1 November
BG PLOVDIV 04	30 th June	30 November (applic)

- 2.1. **TR ISTANBU11:** The receiving institution will send its conditional decision within 4 weeks.
- 2.2. **BG PLOVDIV 04:** The receiving institution will send its decision within **3** weeks.

- 3.1. **TR ISTANBU11:** 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.
- 3.2. **BG PLOVDIV 04:** A Transcript of Records will be issued by the receiving institution no later than **3** weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
A notice of at least one academic year should be given for the termination of the agreement. This means that an unilateral decision to discontinue the exchanges notified to the other party by 1 August 20XX will only take effect as of 1 August 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

TR ISTANBU11:

Letter Grade	Numerical Value	Definition
A	4.00	Excellent
A-	3.70	Excellent
B+	3.30	Good

B	3.00	Good
B-	2.70	Good
C+	2.30	Average
C	2.00	Average
C-	1.70	Pass on probation
D+	1.30	Pass on probation
D	1.00	Pass on probation
F	0	Fail

In the Bulgarian System, marks are graded from 2 to 6, with 3 being the minimum score required to pass:

Bulgarian Grade	Description
Отличен (6)	Excellent performance
Много Добър (5)	Very good performance
Добър (4)	Good performance
Среден (3)	Acceptable performance
Слаб (2)	Insufficient performance
Не се явил	Exam not done by the student

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 ISTANBU11	erasmus@bilgi.edu.tr +90 212 311 5218	http://international.bilgi.edu.tr/en/international-center/incoming/erasmus-exchange/general/
BG PLOVDIV04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160/

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 ISTANBU11	erasmus@bilgi.edu.tr +90 212 311 5218	http://international.bilgi.edu.tr/en/international-center/incoming/erasmus-exchange/general/
BG PLOVDIV 04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160/



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 ISTANBU11	erasmus@bilgi.edu.tr +90 212 311 5218	http://international.bilgi.edu.tr/en/international-center/incoming/erasmus-exchange/general/
BG PLOVDIV04	iro@uni-plovdiv.bg	https://uni-plovdiv.bg/pages/index/160/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR ISTANBU11	Beyhan Demir Langlois, Institutional coordinator	30/06/2015	
BG PLOVDIV04	Prof. Zapryan Kozludzhov, Rector	28.07.2015	

⁶ Scanned signatures are accepted