



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-2021

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 ² (email, phone)	Website (eg. of the course catalogue)
MEF UNIVERSITY	TR ISTANBU49	MEF University Huzur Mah. Ayazaga Cad. 4 Maslak 34396 Sariyer, Istanbul, Turkey Tel: +90 212 3600 International.office@mef.edu.tr Institutional Erasmus+ coordinator: Anjariitta Rantanen rantanena@mef.edu.tr Tel: +90 212 395 3660 Departmental coordinator: Department of Computer Engineering Dr. Seniz Demir demirse@mef.edu.tr Tel: +90 212 395 3687	http://www.mef.edu.tr/en
UNIVERSITY OF PLOVDIV "PAISII HILENDARSKI"	BG PLOVDIV04	<u>Institutional Erasmus Coordinator</u> Assoc. Prof. Boryan Yanev; byanev@gmail.com ; +359 32 261 478 <u>Agreements' Administrator</u> Radosveta Mishevskva; iro_pu@abv.bg ; + 359 32 261 363 <u>Faculty Agreement' Coordinator</u> Assoc. Prof. Ivan Shotlekov, shotlekov@gmail.com	https://uni-plovdiv.bg/en

B. Mobility numbers³ 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	TO	Subject	Study cycle [short cycle,	Number of student mobility periods
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¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	Subject area name *	1 st , 2 nd or 3 rd]	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU4 9	BG PLOVDIV04	061	Information and Communication Technologies (ICTs)	1st- Bachelors	3 x 5 months (15 months)	N/A
BG PLOVDIV0 4	TR ISTANBU49	0541	Mathematics	1st- Bachelors 2nd – Masters 3rd- PhD	2x5 months 2x4 months 1x5 months	N/A
		061	Information and Communication Technologies (ICTs)	1st- Bachelors 2nd – Masters 3rd- PhD	2x5 months 2x4 months 1x5 months	N/A

[*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 ISTANBU49	BG PLOVDIV04	061	Information and Communication Technologies (ICTs)	2 10 days (minimum 8 hrs of teaching)	Only by a separate agreement
BG PLOVDIV04	TR ISTANBU49	0541	Mathematics	2 x 5 days (minimum 8 hrs of teaching)	2 x 5 days
		061	Information and Communication Technologies (ICTs)	2 x 5 days (minimum 8 hrs of teaching)	2 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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies	Staff Mobility for Teaching

⁴ 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>

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
TR ISTANBU49	ICTs	ENGLISH		English B2	English C2
BG PLOVDIV04	Mathematics / ICTs	Bulgarian for all programs	English	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].

D. Additional requirements

TR ISTANBU49: MEF University has the infrastructure to welcome students and staff with disabilities.

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/>)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Programmes and Relations Office for more information.

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 ISTANBU49	Nomination deadline: 15 June Student online application deadline: 30 June	Nomination deadline: 15 November Student online application deadline: 30 November
BG PLOVDIV04	30 June (applic)	30 November (applic)

2. The receiving institution will send its decision within **six weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than **four 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, 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

TR ISTANBU49:

Grade	Numerical value	Explanation	Grade	Numerical value	Explanation
A	4.0	Excellent	C	2.0	Satisfactory

A-	3.7	Excellent -	C-	1.7	Satisfactory-
B+	3.3	Good +	D+	1.3	Sufficient+
B	3.0	Good	D	1.0	Sufficient
B-	2.7	Good -	F	0.0	Failed
C+	2.3	Satisfactory -			

MEF University uses the ECTS as its internal and only credit system. Normal semester course load is 30 ECTS and the minimum is 20 ECTS.

BG PLOVDIV04

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. 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.]

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 ISTANBU49	international.office@mef.edu.tr +90-212-395 3658	Erasmus+ students may enter the country without a visa but need to apply for a residence permit after arrival.
BG PLOVDIV04	iro.petrova@gmail.com phone: +359 32 261 363 fax: +359 32 635 049	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.

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 ISTANBU49	international.office@mef.edu.tr +90-212-395 3658	Insurance coverage is required for student residence permit application: https://eikamet.goc.gov.tr/Ikamet/IsteneBelgeler/IlkBasvuruIsteneBelgeDownload
BG PLOVDIV04	iro.petrova@gmail.com phone: +359 32 261 363 fax: +359 32 635 049	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 ISTANBU49	international.office@mef.edu.tr +90-212-395 3658	MEF University does not have its own dormitories but will provide information to the students for finding housing in private dormitories or rental market.
BG PLOVDIV04	iro.petrova@gmail.com phone: +359 32 261 363 fax: +359 32 635 049	https://uni-plovdiv.bg/pages/index/160/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR ISTANBU49	Prof. Dr. Muhammed ŞAHİN Rector	16.09.2019	
BG PLOVDIV04	Assoc. Prof. Boryan Yanev, PhD Institutional Erasmus Coordinator	13.09.2019	

⁶ Scanned signatures are accepted