



Erasmus+



## Erasmus+ Programme

### Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility Inter-institutional agreement 2014-2021 between programme countries [Minimum requirements]

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)
<b>D. A. Tsenov Academy of Economics, Svishtov (Bulgaria)</b> <b>PIC 949717980</b>	<b>BG SVISHT002</b>	<b>Centre for International Affairs (CIA), Erasmus+ Office</b> D. A. Tsenov Academy of Economics 2 Emanuil Chakarov Str. 5250 Svishtov, Bulgaria Tel/Fax: +359 631 66 440 Email: Assoc. Prof. Marusya Smokova-Stefanova, Ph.D., Director of CIA and Institutional Erasmus+ Coordinator Martina Georgieva, Operational Erasmus+ Coordinator Tsvetelina Telbis, Operational Erasmus+ Coordinator Veneta Lyubenova, Operational Erasmus+ Coordinator Mariela Vakinova-Petrova, Operational Erasmus+ Coordinator	Website (english version) <a href="https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme">https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme</a> Courses taught in foreign language: <a href="https://www.uni-svishtov.bg/portal/getFile/37/ECTS_Package_Tsenov_afbd.pdf">https://www.uni-svishtov.bg/portal/getFile/37/ECTS_Package_Tsenov_afbd.pdf</a>
<b>Yildiz Technical University</b>	<b>TR ISTANBU07</b>	<b>Prof. Dr. Bayram Ali Ersoy</b> <i>Institutional Coordinator</i> Tel: +90 212 383 56 50/55 E-mail: Departmental Coordinator Assoc. Prof. Dr. Emel Esen	

		Faculty of Economics and Administrative Sciences Business Administration Department e-mail: <a href="mailto:yildizerasmus.mgmt@gmail.com">yildizerasmus.mgmt@gmail.com</a>	
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## B. Mobility numbers<sup>1</sup> 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 <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 *
BG SVISHT002	TR ISTANBU07	<b>ISCED 2013 041</b>	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months each (=10 m. total)	2 x 6 months each (=12 m. total)
TR ISTANBU07	BG SVISHT002	<b>ISCED 2013 041</b>	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	2 x 5 months each (=10 m. total)	2 x 6 months each (=12 m. total)

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 *
BG SVISHT002	TR ISTANBU07	<b>ISCED 2013 041</b>	Business and Administration	2 x 5 days	2 x 5 days
TR ISTANBU07	BG SVISHT002	<b>ISCED 2013 041</b>	Business and Administration	2 x 5 days	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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>

<sup>1</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<sup>2</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://www.cerl.eu/>

[Erasmus code]			Student Mobility for Studies	Staff Mobility for Teaching
			[Minimum recommended level: B1]	[Minimum recommended level: B2]
BG SVISHT002	ENGLISH	BULGARIAN, RUSSIAN	ENGLISH B1	ENGLISH B2
TR ISTANBU07	English	Turkish	B1	B2

## D. Additional requirements

**BG SVISHT002** – no additional requirements.

### TR ISTANBU07

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module:  
<https://ytuerasmus.yildiz.edu.tr/>

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
BG SVISHT002	JULY 31 <sup>th</sup>	NOVEMBER 30 <sup>th</sup>
TR ISTANBU07	Online Application Period 15 May-15 July	Online Application Period 15 October-15 December

2. **BG SVISHT002** will send its decision within **3** weeks.

**TR ISTANBU07** will send its decision within the application period.

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

**BG SVISHT002** – Marks at the D. A. Tsenov Academy of Economics are awarded on a scale of 2-6 (6 being the highest). This corresponds to grades F-A. If the grade is between 2.00 and 2.49, the student cannot sit the final exam. A certain number of credits are awarded for each examination. "Credit" in the ECTS context represents a unit of work that the student must complete in connection with his/her education in a specific course in order to successfully complete a semester or an academic year. Most frequently, credits represent the time spent by the student for the preparation of a given course, attendance at lectures and self-study assignments.

### TR ISTANBU07

<http://www.bologna2018.yildiz.edu.tr/index.php?r=institution/grading>

## 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
BG SVISHT002	Assoc. Prof. Marusya Smokova-Stefanova, Ph.D. <a href="mailto:erasmus@uni-svishtov.bg">erasmus@uni-svishtov.bg</a> Tel/Fax: +359 631 66 440	<a href="https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme">https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178</a>

## 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
BG SVISHT002	Assoc. Prof. Marusya Smokova-Stefanova, Ph.D. <a href="mailto:erasmus@uni-svishtov.bg">erasmus@uni-svishtov.bg</a> Tel/Fax: +359 631 66 440	<a href="https://www.uni-svishtov.bg/en/International-affairs/erasmus-plus-programme">https://www.uni-svishtov.bg/en/International-affairs/erasmus-plus-programme</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178</a>


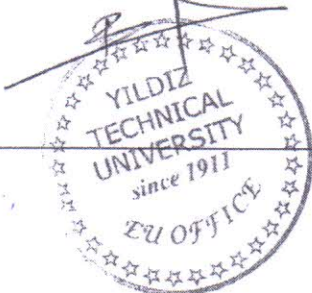
## 4. Housing

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
BG SVISHT002	Assoc. Prof. Marusya Smokova-Stefanova, Ph.D. <a href="mailto:erasmus@uni-svishtov.bg">erasmus@uni-svishtov.bg</a> Tel/Fax: +359 631 66 440	<a href="https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme">https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
D. A. Tsenov Academy of Economics, Svishtov BG SVISHT002	Assoc. Prof. Ivan Marchevski, Ph.D., Rector	25.02.2019	
Yildiz Technical University TR ISTANBU07	Prof. Bayram Ali ERSOY Institutional Coordinator	22.02.2019	

<sup>3</sup> Scanned signatures are accepted