

Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-20[21]² between institutions from programme and partner countries

[Minimum requirements]³

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

| Full name of the institution / country | Erasmus code or city ⁴ | Name of the contact person | Contact details (email, phone) | Website (eg. of the course catalogue) |
|---|-----------------------------------|--|----------------------------------|---|
| Ecole des Hautes Etudes Commerciales /Algeria | Kolea | Soraya KOUACI Lecturer and assistant manager External relations department | Email: soraya_kouaci@yahoo.fr | http://www.hec.dz/?lang=fr |

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher education institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

| | | | | |
|--------------------|---------------------|--|--|----------------|
| Karabük University | TR KARABUK 01 | Erasmus Coordinator Lect.OyaÖnalán | Karabuk University, International Relations Office, Rectorate Building, building C, Karabük/Turkey Contact Person Erasmus Institutional Coordinator Oya Önalán Tel: +90 370 433 6687 e-mail: oyaonalan@karabuk.edu .tr | www.kbu.edu.tr |
| | | | | |

B. Mobility numbers⁵ 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 the end of January at the latest in the preceding academic year.]

| FROM [Erasmus code or city of the sending institution] | TO ⁷ [Erasmus code or city of the receiving institution] | Subject area code * [ISCED 2013] | 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* |
| KOLEA | TR KARABUK 01 | 041 | Business and Administration | 1 st , 2 nd , 3 rd | 2*5:10 months | |

⁵ 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>)

| | | | | | | |
|---------------------|---------------------|------|--------------------------------|--|------------------|--|
| TR KARABUK0 1 | KOLEA | 041 | Business and Administration | 1 st , 2 nd , 3 rd | 2*5:10 months | |
| KOLEA | TR KARABUK 01 | 0311 | Economics | 1 st | 2*5:10 months | |
| TR KARABUK0 1 | KOLEA | 0311 | Economics | 1 st | 2*5:10 months | |

[*Optional: subject 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 ⁷ [Erasmus code or city of the sending institution] | TO ⁷ [Erasmus code or city of the receiving institution] | Subject area code * [ISCED 2013] | Subject area name * | Number of staff mobility periods | |
|---|--|---|--------------------------------|--|-------------------------------------|
| | | | | Staff Mobility for Teaching [total number of days of the teaching periods or average duration*] | Staff Mobility for Training * |
| TR KARABUK01 | KOLEA | 041 | Business and Administration | 2 *5 :10 days | |
| KOLEA | TR KARABUK0 1 | 041 | Business and Administration | 2 *5 :10 days | |
| KOLEA | TR KARABUK0 1 | 0311 | Economics | 2 *5 :10 days | |

| | | | | | |
|-----------------|-------|------|-----------|---------------|--|
| | | | | | |
| TR KARABUK01 | KOLEA | 0311 | Economics | 2 *5 :10 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 or city] | Optional: Subject area | Main language of instruction | Additional language of instruction | Recommended language of instruction level ⁶ | |
|---|---------------------------|------------------------------|------------------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| TR KARABUK 01 | | Turkish | English | B1 | B2 |
| Kolea | | French | English | B1 | B2 |

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

⁶ See Common European Framework of Reference for Languages

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

TR KARABUK01:

Not applicable

F. Calendar

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

| Receiving institution | Autumn term* | Spring term* |
|-----------------------|--------------|--------------|
| KOLEA | 01 September | 30 January |
| TRKARABUK01 | 01 September | 30 January |

[to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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."]

G. Information

1. Grading systems of the institutions

TRKARABUK01:

| ECTS SYSTEM | KBU GRADING SYSTEM | | |
|---------------|----------------------------|---------|---------|
| | Assoc. & Bachelor's Degree | | |
| Letter Grades | Letter | Grading | Grading |
| | Equivalent | in 100 | in 4.00 |
| A | A1 | 90-100 | 4.00 |
| B | A2 | 80-89 | 3.50 |
| C | B1 | 70-79 | 3.00 |
| D | B2 | 65-69 | 2.75 |
| E | C | 60-64 | 2.50 |
| | G | | 0 |
| FX | F3 | | |
| F | F1 | | |
| | F2 | | |
| | K | | |

Failing Grades:

1) F1: is given to students who do not fulfill the requirements for attendance, and who do not have right to take the final or makeup examination, coefficient is zero.

2) F2: is given to students who attend the classes regularly, but do not take the final or makeup examinations, coefficient is zero.

3) F3: is given to students who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is

4) K: is given to students who fail the course. It is for non-credit courses

5) G: Pass (Out of Grade)

| ECTS SYSTEM | KBU GRADING SYSTEM | | | | | |
|---------------|--------------------|---------|---------|--------------------|---------|---------|
| | Master's Degree | | | Doctorate's Degree | | |
| Letter Grades | Letter | Grading | Grading | Letter | Grading | Grading |
| | Equivalent | in 100 | in 4.00 | Equivalent | in 100 | in 4.00 |
| A | AA | 95-100 | 4.00 | AA | 95-100 | 4.00 |
| B | BA | 85-94 | 3.50 | BA | 85-94 | 3.50 |
| C | BB | 75-84 | 3.00 | BB | 75-84 | 3.00 |
| D | CB | 65-74 | 2.50 | | | |
| E | G | | 0 | G | | 0 |
| FX | F1 | | | F1 | | |


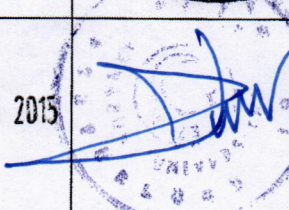
4. Housing

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 or city] | Contact details(e-mail, phone) | Website for information |
|---------------------------------------|--|-------------------------|
| KOLEA | soraya_kouaci@yahoo.fr | |
| TR KARABUK01 | kerimtanis@karabuk.edu.tr | |

SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature |
|--|---|-------------|---|
| HEC/Alger | Pr.Dr.SAADI Abdesselam Directeur Hec/Alger | 21/06/2015 |  |
| TR KARABUK01 | Prof.Dr.Refik POLAT (Rector) | 30 JUN 2015 |  |

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| Website for information | Contact details (email, phone) | Institution (name, address, city) |
|-------------------------|--------------------------------|-----------------------------------|
| | www.kocaeli.edu.tr | Kocaeli University |
| | www.kocaeli.edu.tr | Kocaeli University |

STATUTES OF THE INSTITUTION (legal representatives)

| Name, function | Institution (name, address, city) | Date |
|---|-----------------------------------|------------|
| Prof. Dr. Mustafa Kemal Özalp Director of the Agency | Kocaeli University | 20.07.2012 |
| Prof. Dr. Mustafa Kemal Özalp | Kocaeli University | 20.07.2012 |

