

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)
Nosov Magnitogorsk State Technical University/Russia	Magnitogorsk	Nataliia Nikolaevna Kostina	NMSTU, International Office, 38 Lenin Street Magnitogorsk, +7 (3519) 220467 Email :magstu.international	www.en.magtu.ru

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.

			l@gmail.com	
Karabük University	TR KARABUK01	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]	Subj ect area code * [ISCE D 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*
Magnitogorsk	TR KARABUK 01	071	Engineering and Engineering trades	1 st , 2 nd	2*5:10 months	2*3:6 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 KARABUK01	Magnitogorsk	071	Engineering and Engineering trades	1 st , 2 nd	2*5:10 months	2*3:6 months
Magnitogorsk	TR KARABUK 01	073	Architecture and construction	1 st	2*5:10 months	2*3:6 months
TR KARABUK01	Magnitogorsk	073	Architecture and construction	1 st	2*5:10 months	2*3:6 months
Magnitogorsk	TR KARABUK 01	023	Languages	1 st , 2 nd	2*5:10 months	2*3:6 months
TR KARABUK01	Magnitogorsk	023	Languages	1 st , 2 nd	2*5:10 months	2*3:6 months
Magnitogorsk	TR KARABUK 01	0311	Economics	1 st	2*5:10 months	2*3:6 months
TR KARABUK01	Magnitogorsk	0311	Economics	1 st	2*5:10 months	2*3:6 months
Magnitogorsk	TR KARABUK 01	0413	Management and administration	1 st	2*5:10 months	2*3:6 months
TR KARABUK01	Magnitogorsk	0413	Management and administration	1 st	2*5:10 months	2*3:6 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]	Subj ect area code * [ISCE D 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	Magnitogorsk	071	Engineering and Engineering trades	2 *5 :10 days	
Magnitogorsk	TR KARABUK01	071	Engineering and Engineering trades	2 *5 :10 days	
TR KARABUK01	Magnitogorsk	073	Architecture and construction	2 *5 :10 days	
Magnitogorsk	TR KARABUK01	073	Architecture and construction	2 *5 :10 days	
TR KARABUK01	Magnitogorsk	023	Languages	2 *5 :10 days	
Magnitogorsk	TR KARABUK01	023	Languages	2 *5 :10 days	
TR KARABUK01	Magnitogorsk	0311	Economics	2 *5 :10 days	
Magnitogorsk	TR	0311	Economics	2 *5 :10 days	

	KARABUK01				
Magnitogorsk	TR KARABUK01	0413	Management and administration	2 *5 :10 days	
TR KARABUK01	Magnitogorsk	0413	Management and administration	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 KARABUK01		Turkish	English	B1	B2
MAGNITOGORSK		Russian	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_he_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.]

TRKARABUK01: Not Applicable

Magnitogorsk: *NMSTU has a certain infrastructure for the handicapped students and staff members as well as for the students and staff members with special needs.*

Roles, responsibilities and deadlines

Student exchange

Outgoing mobility for students will be possible for students of both institutions, for Nosov Magnitogorsk State Technical University (NMSTU) students to the Karabük University and vice-versa. One mobility period will last for 1 or 2 semesters.

The receiving institution will provide the sending institution with information about the number of incoming students it is able to accept for the prospective semester no later than 1 April (for the fall semester) and 1 October (for the spring semester). Karabük University will further indicate the number of incoming students that can obtain the grant support and the number of students who may be accepted only with the zero-grant status.

By the same deadlines the receiving institution will provide the sending institution with all the necessary information for the incoming students, especially the complete information about the courses, documentation needed for the application, information about visa or residence permit, insurance, accommodation, Buddy system etc.

The sending institution will inform the receiving institution about the students selected in a transparent selection procedure and will send their details to the receiving institution no later than 15 May (for the fall semester) and 15 November (for the spring semester). The sending institution will send a selection procedure report to the receiving institution. By the same deadlines, the international office of the sending institution will send all the application documents and relevant information (such as the Learning agreement, Application form, Transcript of records, copy of passport). If NMSTU is the sending institution, it will send the Karabük University all bank account details of the students needed for the bank transfer of the scholarship.

NMSTU will deliver the signed grant agreements of the students to the receiving institution no later than 15 July (for the fall semester) and 15 December (for the spring semester). No later than 2 weeks after the receipt of the signed grant agreements, Karabük University will transfer 100 % of the grant to the incoming students' bank accounts.

It is the sending institution's responsibility to ensure that outbound mobile students have attained the necessary level of language proficiency before departure, which should be measurable against the Common European Framework of Reference for Languages (in this case B1). If necessary, the sending institution will organize language courses at different levels and for specific fields of study.

The receiving institution will provide all the incoming students with accommodation in its student dormitories or other similar residence halls.

The receiving institution's international office as well as the sending institution's international office will contact the students selected for a mobility period and its officers are available to them in case they need help or advice.

The receiving institution's local Buddy students will assist the incoming mobile students both before and during the mobility period. They will contact the incoming students no later than one month before the semester start and will be ready to answer questions regarding arrival and student life. The Buddy system members will pick up the incoming student at the railway or bus station and will be available to the incoming student for the whole study period: will make every effort to ensure that they are made to feel a part of the institution by integrating them fully into its

academic and social activities leading to wider interaction with local students; will help them to overcome the linguistics barrier, e.g. in communication with offices, authorities, foreign police, medical services and similar. In case the Buddy system is not able to provide assistance with a particular case, the international office of the receiving institution is responsible for solving the problem.

The receiving institution organizes an orientation week for incoming students; the sending institution students are welcome to take part in the week free of charge.

The receiving institution's international office will assist the incoming mobile students both before and during the mobility period and in case of the problems with study agenda, the international office will play a role of an intermediary between the student and the respective departments and work towards the solution of the problem.

After the mobility period, it is the receiving institution's international office's obligation to provide the sending institution and the mobile students with a Transcript of Records including the confirmation of study period and all the ECTS credits and grades achieved during their mobility period. The document will be provided free of charge.

The sending institution will ensure that all the credits and activities indicated in the learning agreement earned by the mobile student during the mobility period are recognized and counted towards the final degree in such a way that it is apparent in the student's records and documents issued to the student (Diploma Supplement or equivalent).

The sending institution will provide the receiving institution assistance with urging the mobile students who do not fulfill their duties, such as submitting of the final report.

Teachers and staff exchange

The receiving institution will provide the sending institution with information about the number of incoming teachers and staff members it is able to accept for the prospective semester no later than 1 April (for the fall semester) and 1 October (for the spring semester). Karabük University will further indicate the number of incoming teachers and staff members that will gain the grant support and the number of teachers and staff members who may be accepted only with the zero-grant status.

By the same deadlines the receiving institution will inform the sending institution about the requirements on incoming teachers and staff members, such as information about the courses to which the incoming teacher will contribute. The receiving institution will provide all the necessary information about the documentation needed for the application, visa or residence permit information, insurance, accommodation etc.

The sending institution will inform the receiving institution about the teachers and staff selected in a transparent selection procedure and will send their data to the receiving institution no later than 15 May (for the fall semester) and by 15 November (for the spring semester). The receiving institution will inform the sending institution no later than 2 weeks after the receipt of the nomination if it is interested in receiving such candidates and if their profiles fulfil the requirements.

In case of acceptance of the candidates by the receiving institution the international

office of the sending institution will send to the receiving institution all the documents requested for application for the teaching assignment or staff training. If NMSTU is the sending institution, it will send the Karabük University all bank account details of the teachers or staff members needed for the bank transfer of the grant.

It is the sending institution's responsibility to ensure that outbound mobile teachers and staff members fulfill the language, scientific and scholarly requirements for the mobility.

The international office of the receiving institution will without delay issue the entire requested visa support documents and will send them to the sending institution. The Karabük University will prepare and send the grant agreements for the teachers or staff to NMSTU.

No later than 2 months before the mobility of teachers or staff members start, NMSTU sends the Karabük University grant agreements signed by the participants, Karabük University secures the signatures of the responsible officer and sends one copy back to the participant. No later than 1 month before mobility start Karabük University transfers 100 % of the grant to the participants' bank account.

International office and receiving faculty or department of the receiving institution and international office of the sending institution set a direct contact with the teachers or staff members who were selected for the mobility and are available to them in case they need help or advice. The receiving institution will appoint academic mentors who will be responsible for dealing with problems related to the academic issues and will be available to the incoming teachers or staff members for the whole period of their mobility; will organize the teaching or training, accommodation; will make every effort to ensure that they are made to feel a part of the institution by integrating them fully into its academic and social activities leading to wider interaction with local staff and students; will help them to overcome the language barrier, e.g. in communication with offices, authorities, foreign police, medical services and similar. In case the academic mentor is not able to provide assistance with a particular case, the international office of the receiving institution is responsible for solving the problem.

After the mobility period, it is the receiving institution's obligation to provide to provide the sending institution and the mobile staff with a confirmation of teaching or training period and the activities undertaken during this period. This document will be in accordance with the rules of the Erasmus+ programme and will be issued free of charge.

The sending institution will ensure that all the activities undertaken during the teaching assignment or training will be acknowledged as part of the regular workload, staff working schedules will be adapted to meet requirements and, whenever possible, temporary replacements will be found during the mobility period and teaching and training mobility activities should be recognized as a component in any evaluation or assessment of the staff.

The sending institution will provide the receiving institution assistance with urging the mobile teachers and staff members who do not fulfill their duties, such as submitting of the final report.

Organisational support grant

In case of a successful application, Karabük University will receive the Organisational support grant. The grants will be used for organization of incoming and outgoing mobilities, especially for the students' materials, necessary administrative works, orientation week, contribution to the Buddy system's budget,

activities to support the integration of the NMSTU students and staff to the local environment, preparatory and monitoring visits of the partner and other activities in line with the Erasmus+ programme guide.

In case NMSTU requires part of the Organisational support grant for organization of activities related to the outbound / inbound mobility with Karabük University, such as organization of language and other preparatory courses, preparatory and monitoring visits of Karabük University, NMSTU will send Karabük University a calculation and request for the Organisational support grant allocation. The request will be sent prior to the beginning of each semester, no later than 15 July for the fall semester and 15 December for the spring semester. If necessary, additional requests can be sent during the semester. Transfer of the Organisational support financial means will be conducted in accordance with the rules and regulations of the Erasmus+ programme.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
Magnitogorsk	15 May	15 November
TRKARABUK01	20 September	15 February

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

2. The receiving institution will send its decision within 2 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

[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."]

This agreement is valid till the year 2021 (whole period of the Erasmus+ programme). 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.

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. 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.]

TR KARABUK01:

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)

⁸ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

ECTS SYSTEM	KBU GRADING SYSTEM					
	Master's Degree			Doctorate's Degree		
Letter Grades	Letter Equivalent	Grading in 100	Grading in 4.00	Letter Equivalent	Grading in 100	Grading 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		
F	F2 F3 K/E			F2 F3 K/E		

MAGNITOGORSK:

Grading scheme and, if available, grade distribution guidance When

passing an examination:

"Excellent" - a student has comprehensive, systematic and deep knowledge of the educational program, and the ability to perform tasks provided for by the program;

"Good" - a student has the same, however he/she makes mistakes corrected with confidence when he/she replies to helpful questions;

"Satisfactory" - a student has knowledge of a main educational program to the minimum extent required for further education;

"Poor" - a student has significant gaps in his/her knowledge of main educational program, makes profound errors when performing tasks provided for by the program;

When passing a pass/fail examination:

"Passed" - a student has knowledge of main educational program to the

extent required for further education and further work in his/her specialty field,

"Failed" - a student has significant gaps in his/her knowledge of a main educational program.

Passing grades are "Excellent", "Good", "Satisfactory" or "Passed".

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 or city]	Contact details (e-mail, phone)	Website for information
MAGNITOGORSK	magstu.international@gmail.com	http://en.magtu.ru/index.php/cooperation/international-office
TR KARABUK01	mesudecivelekoglu@karabuk.edu.tr	http://bologna.karabuk.edu.tr/eng/default.htm

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 or city]	Contact details (e-mail, phone)	Website for information
MAGNITOGORSK	magstu.international@gmail.com	http://en.magtu.ru/index.php/cooperation/international-office
TR KARABUK01	kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/en/default.html


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
MAGNITOGORSK	magstu.international@gmail.com	http://en.magtu.ru/index.php/cooperation/international-office
TR KARABUK01	kerimtanis@karabuk.edu.tr	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
MAGNITOGORSK	Prof. Korchunov Alexey G. Vice-Rector for International Affairs	16.11.2015	
TR KARABUK01	Lect. Oya Önalın Head of International Office	26-11-2015	