



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2013-2021<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule  University College of Teacher Education Carinthia	A KLAGENF02	<b>Mag. Dr. Pia-Maria Rabensteiner, BEd</b> Head of the Office for International Affairs Hubertusstraße 1, A-9020 Klagenfurt phone: +43 / 463 / 508 508 218 mob: +43 / 664 / 96 55 108 pia-maria.rabensteiner@ph-kaernten.ac.at	General University Page: <a href="http://www.ph-kaernten.ac.at">www.ph-kaernten.ac.at</a>  Exchange Students: <a href="http://www.ph-kaernten.ac.at/internationales">www.ph-kaernten.ac.at/internationales</a>
Karabük University	TR KARABUK01	<b>Yrd.Doc.Dr. Özkan KIRMIZI,</b> <b>Departmental Coordinator</b> Balıklarkayasi 100. Yıl 78050 Karabük, Turkey Email: <a href="mailto:ozkankirmizi@gmail.com">ozkankirmizi@gmail.com</a>  <b>Lect. Oya Önalın, LPP / Intl. Relations Coordinator,</b> Balıklarkayasi 100. Yıl 78050 Karabük, Turkey Tel.: +90 370 433 6687, Fax.: +90 370 4336697, Email: <a href="mailto:oyaonalan@karabuk.edu.tr">oyaonalan@karabuk.edu.tr</a>	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

<sup>1</sup>Inter-institutional agreements can be signed by two or more higher education Institutions.

<sup>2</sup>Higher Education Institutions have to agree on the period of validity of this agreement.

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

<sup>4</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</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 November 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 *
A KLAGENF02	TR KARABUK01	0111	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 months [20]	2 x 10 months [20]
TR KARABUK01	A KLAGENF02	222	Foreign Languages	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 months [20]	2 x 10 months [20]

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 *
A KLAGENF02	TR KARABUK01	0111	Education	2 (min 2 days – 1 week each)	2 (min 2 days – 1 week each)
TR KARABUK01	A KLAGENF02	222	Foreign Languages	2 (min 2 days – 1 week each)	2 (min 2 days – 1 week each)

<sup>5</sup> 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>) [\*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.]

### 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A KLAGENF02	0111	German	English	German or in English: B1	German or English: B2
TR KARABUK01	222	Turkish	English	Turkish or in English: B1	Turkish or in 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

#### A KLAGENF02:

In case of additional requirements in regard to academic, organizational or other aspects (e.g. students with special needs) please contact the Office for International Affairs (pia-maria.rabensteiner@ph-kaernten.ac.at).

#### PARTNER:

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
A KLAGENF02	15 <sup>th</sup> June	15 <sup>th</sup> December
TR KARABUK01	May 31 <sup>st</sup>	October 31 <sup>st</sup>

*[\* to be adapted in case of a trimester system]*

#### A KLAGENF02:

After having received the paper application (printed online application) the letter of acceptance will be sent within a max. of six weeks.

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.

**PARTNER:**

## **F. Information**

### **1. Grading systems of the institutions**

#### **A KLAGENF02:**

Student performances are graded individually and not on a statistical basis. In general, the Pädagogische Hochschule Kärnten / Viktor Frankl Hochschule - University College of Teacher Education Carinthia uses the grading system charted below. According to the Universities Act 2005 two additional grades: "successfully completed"/"not completed" are admissible when established in the respective study programme in force.

<b><i>Austrian Grading Scale</i></b>	<b><i>Definition</i></b>
<b>1</b>	EXCELLENT: outstanding performance
<b>2</b>	GOOD: above the average standard but with some errors
<b>3</b>	SATISFACTORY: generally sound work with a number of notable errors
<b>4</b>	SUFFICIENT: performance meets the minimum criteria
<b>5</b>	UNSATISFACTORY: some more work required before the credit can be awarded

### **Modules for Incoming-Students**

For "Incoming-Students" we created special modules which should be enrolled.

#### **Module 1 / Languages (6EC)**

- 2 EC German Language Course
- 3 EC English Language Course:
  - \*English – Conversation I & Intercultural Learning
  - \*English – Conversation II & Intercultural Learning
  - \*English – Conversation III & Intercultural Learning
- 1 EC Conversation (English and German) for Incoming-Students

#### **Module 2 / Use of languages in everyday school life (6 EC)**

- 1 EC History of Carinthia and Austria
- 1 EC Circle-lecture – Teaching/Education
- 1 EC Information and Communication-Technology
- 1 EC Physical Education
- 2 EC Chorus / Music

#### **Module 3 / School practice (6 EC)**

- 3 EC Primary School
- 3 EC Secondary School

#### **Module 4 and Module 5 (12 EC)**

- 12 EC depending on the individual learning agreement

**PARTNER:**

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Equivalent	Grading in 100	Grading 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					
Letter Grades	Master's Degree			Doctorate's Degree		
	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			F2		
	F3			F3		
	K/E			K/E		

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
A KLAGENF02	<b>Mag. Dr. Pia-Maria Rabensteiner, BEd</b> phone: +43 / 463 / 508 508 218 / mobile: +43 / 664 / 96 55 108 email: pia-maria.rabensteiner@ph-kaernten.ac.at	www.ph-kaernten.ac.at/internationales/
TR KARABUK01		<a href="http://viyana.be.mfa.gov.tr/">http://viyana.be.mfa.gov.tr/</a> <a href="http://bregenz.bk.mfa.gov.tr/">http://bregenz.bk.mfa.gov.tr/</a> <a href="http://salzburg.bk.mfa.gov.tr/">http://salzburg.bk.mfa.gov.tr/</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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
A KLAGENF02	<b>Mag. Dr. Pia-Maria Rabensteiner, BEd</b> phone: +43 / 463 / 508 508 218; mobile: +43 / 664 / 96 55 108 email: pia-maria.rabensteiner@ph-kaernten.ac.at	www.ph-kaernten.ac.at/internationales/
TR KARABUK01		

#### 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
A KLAGENF02	<b>Mag. Dr. Pia-Maria Rabensteiner, BEd</b> phone: +43 / 463 / 508 508 218; mobile: +43 / 664 / 96 55 108 email: pia-maria.rabensteiner@ph-kaernten.ac.at	<a href="http://www.ph-kaernten.ac.at/internationales/">www.ph-kaernten.ac.at/internationales/</a>
TR KARABUK01		<a href="http://www.altinkalemkarabuk.com/iletisim.html">http://www.altinkalemkarabuk.com/iletisim.html</a> <a href="http://www.cebioglugrup.com/tr/contact/">http://www.cebioglugrup.com/tr/contact/</a> Girls: <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu</a> <a href="http://karabukeyim.com/?page_id=8">http://karabukeyim.com/?page_id=8</a> <a href="https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr">https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr</a> <a href="https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr">https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr</a> <a href="http://beyazincisafranbolu.com/index.php?islem=iletisim">http://beyazincisafranbolu.com/index.php?islem=iletisim</a> <a href="http://www.karabukcelebikizyurdu.com/iletisim.html">http://www.karabukcelebikizyurdu.com/iletisim.html</a> <a href="http://www.ayvazlaryurt.com/iletisim.asp">http://www.ayvazlaryurt.com/iletisim.asp</a> Boys: <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu</a> <a href="https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr">https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr</a> <a href="https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr">https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr</a> <a href="http://www.pansiyonadres.com/iletisim.html">http://www.pansiyonadres.com/iletisim.html</a> <a href="https://plus.google.com/108641637779944114075/about?gl=tr&amp;hl=tr">https://plus.google.com/108641637779944114075/about?gl=tr&amp;hl=tr</a>



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
A KLAGENF02	Ms Prof. Mag. Dr. Marlies Krainz-Dürr Rektorin	10.1.2014	
TR KARABUK01	Prof.Dr.Burhanettin UYSAL Rector	06 JAN 2014	

<sup>6</sup> Scanned signatures are accepted