



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<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)
HAUTE ÉCOLE DE LA PROVINCE DE LIEGE	B LIEGE38	PHILIPPE PARMENTIER, ERASMUS COORDINATOR  HAUTE ÉCOLE DE LA PROVINCE DE LIEGE  Tel.: +32 4 2379619, Fax: +32 42372688  email:	<a href="http://www.provincedeliege.be/fr/art570">http://www.provincedeliege.be /fr/art570</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.

		<a href="mailto:Philippe.parmontier@provincedeliege.be">Philippe.parmontier@provincedeliege.be</a> Morgane LAMOUREUX, INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE Tel.: +32 4 2379647, Fax: +32 42372688 email: <a href="mailto:morgane.lamoureux@hepl.be">morgane.lamoureux@hepl.be</a>	
Karabuk University	TR KARABUK01	Lect. Oya Onalan LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalan@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
[...]			

### B. Mobility numbers<sup>5</sup> 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 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 *
B LTEGE38	TR KARABUK01	340	Business and administ ration	1 <sup>st</sup>	2/20	--

<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>)

TR KARABUK01	B LIEGE38	340	Business and administ ration	1 <sup>st</sup>	2/20	--
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[\*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 *
B LIEGE38	TR KARABUK01	340	Business and administr ation	1/7	--
TR KARABUK01	B LIEGE38	340	Business and administr ation	1/7	--

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]

<sup>6</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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

B LIEGE38		ENGLISH (Sept to January)		B1	B2
		FRENCH (February to June)			
TR KARABUK01		English	Turkish	B1	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

*[To be completed if necessary, other requirements may be added 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]*

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

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B LIEGE38	May 15th	December 15th
TR KARABUK01	May 31st	October 31st

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

2. The receiving institution will send its decision within 5 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."]*

## F. 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' guide<sup>7</sup>. 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.]*

B LIEGE 38			
Notes ECTS	Définition	Note	Note HEPL pour étudiants Erasmus OUT
A	EXCELLENT - EXELLENT	17,1 à 20	18,00
B	TRES BIEN - VERY GOOD	15,1 à 17	16,00
C	BIEN - GOOD	13,1 à 15	14,00
D	SATISFAISANT - SUFFICIENT	11,1 à 13	12,00
E	PASSABLE - PASSABLE	10 à 11	11,00
FX	INSUFFISANT - FAILED	note < 10/20	8,50
F	INSUFFISANT - FAILED	note < 7/20	5

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	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					
	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			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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
B LIEGE38	Morgane LAMOUREUX, INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE  Tel.: +32 4 2379647, Fax: +32 42372688  email: <a href="mailto:morgane.lamoureux@hepl.be">morgane.lamoureux@hepl.be</a>	
TR Karabuk01	<a href="mailto:embassy.brussels@mfa.gov.tr">embassy.brussels@mfa.gov.tr</a>	<a href="http://www.bruxel.be.mfa.gov.tr/">http://www.bruxel.be.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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
B LIEGE38	Morgane LAMOUREUX, INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE  Tel.: +32 4 2379647, Fax: +32 42372688  email: <a href="mailto:morgane.lamoureux@hepl.be">morgane.lamoureux@hepl.be</a>	
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
B LIEGE38	<p>Morgane LAMOUREUX, INTERNATIONAL OFFICE 6, AVENUE MONTESQUIEU 4101 JEMEPPE, BELGIQUE</p> <p>Tel.: +32 4 2379647, Fax: +32 42372688</p> <p>email: <a href="mailto:morgane.lamoureux@hepl.be">morgane.lamoureux@hepl.be</a></p>	
TR KARABUKGI		<p><a href="http://www.turiba.lv/en/students/exchange-students/accommodation/360/">http://www.turiba.lv/en/students/exchange-students/accommodation/360/</a></p>
		<p><a href="http://www.altinkalemkarabuk.com/iletisim.html">http://www.altinkalemkarabuk.com/iletisim.html</a></p> <p><a href="http://www.cebilelurcu.com/tr/contact/">http://www.cebilelurcu.com/tr/contact/</a></p> <p>Girls:</p> <p><a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-fiz-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-fiz-ogrenci-yurtlari-yurdu</a></p> <p><a href="http://karabukevm.com/?page_id=8">http://karabukevm.com/?page_id=8</a></p> <p><a href="https://plus.google.com/108928206900560992220/about?gl=tr">https://plus.google.com/108928206900560992220/about?gl=tr</a></p> <p><a href="https://plus.google.com/110378798161805439942/about?gl=tr">https://plus.google.com/110378798161805439942/about?gl=tr</a></p> <p><a href="http://beyazincisafranbolu.com/index.php?item=iletisim">http://beyazincisafranbolu.com/index.php?item=iletisim</a></p> <p><a href="http://www.karabukcelebikizurdu.com/iletisim.html">http://www.karabukcelebikizurdu.com/iletisim.html</a></p> <p><a href="http://www.ayyazlarivurt.com/iletisim.asp">http://www.ayyazlarivurt.com/iletisim.asp</a></p> <p>Boys:</p> <p><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></p> <p><a href="https://plus.google.com/101593924644574471636/about?gl=tr">https://plus.google.com/101593924644574471636/about?gl=tr</a></p>



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
B LIEGE38	TONI BASTIANELLI Directeur-Président	27-11-2013	
TR KARABUK01	Lect.Oya Onalan LLP /International Relations Coordinator	21 NOV 2013	

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

**LLP (Lifelong Learning Programme) – ERASMUS  
BILATERAL AGREEMENT for the academic years 2011/2013**

<b>between</b> <i>(name and ERASMUS ID code of the institution)</i>	<b>KARABUK UNIVERSITY /TURKEY TR KARABUK 01</b>
<b>contact person</b> <i>(name, address, phone, fax, E-mail)</i>	Lect.Oya Önalın LLP /International Relations Coordinator Balıklarkayası 100.Yıl 78050 Karabük /Turkey Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalın@karabuk.edu.tr
<b>and</b> <i>(name and ERASMUS ID code of the institution)</i>	<b>HAUTE ECOLE DE LA PROVINCE DE LIEGE (HEPL) BE LIEGE38</b>
<b>Contacts:</b> <i>(name, address, phone, fax, E-mail)</i>	Erasmus Institutional Cordinator Philippe Parmentier, Head of International Office Haute Ecole de la Province de Liège (HEPL), Avenue Montesquieu, 6, B-4101 Jemeppe (Liège) Belgium Office : +32 4 237 96 19 Fax : +32 4 237 26 88 Mobile : +32 475 81 59 90 Contact person – department Pascale Caps Office : +32 4 237 96 47 Fax : +32 4 237 26 88

full legal name of the institutions in the original language and ERASMUS ID-code

The above mentioned parties agree to cooperate in the following activities within the ERASMUS Programme. Both parties agree to adhere to the principles and conditions as stated in the ERASMUS Guidelines, the terms of the ERASMUS UNIVERSITY CHARTA and, in case of approval, the Contract. Both parties will endeavour to carry out the agreement to the best of their abilities. In case of changes in the programme and/or mutual interest of both parties the agreement can be modified/extended on an annual base.


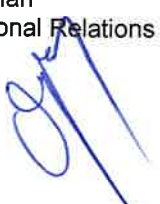
**SM: Student mobility**

ERASMUS subject area		Level			Country		Total number	
Code	Name	UG	Post-graduate	Doctoral	From	To	Students	Student months (= sum)
04.0	Business and Administration	X			TR	BE	2	20
		X			BE	TR	2	20

**TM: Teaching staff mobility (1 – 6 weeks)**

Subject area code	Topic(s) taught	Name of the staff member	Home country	Host country	Duration in number of weeks	Number of teaching hours per week
04.0	Business and Administration		TR	BE	1	5
			BE	TR	1	5

**Signatures of the legal representatives/heads of institutions of both institutions:**

Name of institution: <b>HIGHER EDUCATION INSTITUTION OF THE PROVINCE OF LIÈGE</b>	Name of institution: <b>UNIVERSITY OF KARABUK</b>
Name and status of the official representative: Tony Bastianelli Directeur - Président	Name and status of the official representative: Lect.Oya Önalın LLP /International Relations Coordinator
Signature: 	Signature: 
Date: 02/06/2011	Date: 09 HAZİRAN 2011

