



KARABUK
UNIVERSITY



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-21[21]² between programme 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 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 ⁴ (email, phone)	Website (eg. of the course catalogue)
KARABUK UNIVERSITY	TR KARABUK01	Lect. Oya ÖNALAN International Relations Institutional Coordinator Phone: +90 370 433 6687 Fax: +90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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 Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Kielce University of Technology	PL KIELCE01	Anna Kasztelewicz - Erasmus Institutional Coordinator Department of International Relations E-mail: akasztelewicz@tu.kielce.pl , erasmus@tu.kielce.pl phone: +48 41 34 24 789	http://www.tu.kielce.pl/en/
Faculty of Mechatronics and Mechanical Engineering		Assoc. Prof. Krzysztof Stepień Departmental Coordinator E-mail: kstepien@tu.kielce.pl phone: +48 41 3424477	

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 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
TR KARABUKO 1	PL KIELCE01	521	Mechanical Engineering	1 st , 2 nd	3 X 5 months	N/A
PL KIELCE01	TR KARABUKO1	521	Mechanical Engineering	1 st , 2 nd	3 X 5 months	N/A
TR KARABUKO 1	PL KIELCE01	0715	Mechatronics	1 st , 2 nd	3 X 5 months	N/A
PL KIELCE01	TR KARABUKO1	0715	Mechatronics	1 st , 2 nd	3 X 5 months	N/A

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

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>)



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 †
TR KARABUK01	PL KIELCE01	521	Mechanical Engineering	3 X 10 hours	1 X 8 hours
PL KIELCE01	TR KARABUK01	521	Mechanical Engineering	3 X 10 hours	1 X 8 hours
TR KARABUK01	PL KIELCE01	0715	Mechatronics	3 X 10 hours	1 X 8 hours
PL KIELCE01	TR KARABUK01	0715	Mechatronics	3 X 10 hours	1 X 8 hours

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English		B1	B2
PL KIELCE01		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 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>

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D. Additional requirements

PŚk (PL KIELCE01) organizes and "Orientation Day" at the beginning of each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the Orientation Day because students are provided with information on course registration, campus accommodation, health issues, PŚk facilities and other useful information.

PŚk (PL KIELCE01) provides the infrastructure to welcome students and staff with disabilities and will try to support them according to their special needs. Both partner universities are advised to contact the international office very early to make sure that the student concerned can be accepted

PŚk (PL KIELCE01) also supports students and staff with disabilities if they want to go abroad.

TR KARABUK01 - <http://ubys.karabuk.edu.tr/bologna/index-en.aspx>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL KIELCE01	30 th June	31 st October
TR KARABUK01	May31th	October31th

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

2. The receiving institution will send its decision within 4 weeks – TR KARABUK01 and 4 weeks – PL KIELCE01.
3. Transcript of Records will be issued by the receiving institution no later than 4 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.

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."*

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F. Information

1. Grading systems of the institutions

PL KIELCE01:

Grade	ECTS Grade	Translation
5	A	EXCELLENT
4,5	B	VERY GOOD
4	C	GOOD
3,5	D	SATISFACTORY
3	E	PASSING
2	F	FAIL

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Grades	Grading Equivalent 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	F1		
F	F2		
	F3		
	K		

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G: Pass (Out of Grade)

Failing Grades:

F1: it is given to students who do not fulfil the requirements for attendance, and who do not have right to take the final or makeup examination, and thus its coefficient is zero.

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

F3: it is given to students, who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is below 50 or whose percentage of final grade is below 60; its coefficient is zero. It is also given to students who do not have right to take final or makeup examinations due to their inefficiency of practice.

K/E: it is given to students who fail the course. It is for non-credit courses.

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:

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Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KIELCE 01	Michalina Mikołajczyk +48 41 34 24 789 mmikolajczyk@tu.kielce.pl	http://www.erasmus.org.pl/erasmus.org.pl/coming-poland-formal-issues.html
TR KARABUK 01	Res.Asst.M.Esad KULOĞLU mekuloglu@karabuk.edu.tr Phone: 00903704336687 – 2281 Fax:00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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
PL KIELCE 01	Michalina Mikołajczyk +48 41 34 24 789 mmikolajczyk@tu.kielce.pl	http://international.tu.kielce.pl/erasmus-information-sheet/ http://www.nfz.gov.pl
TR KARABUK 01	Res.Asst.M.Esad KULOĞLU mekuloglu@karabuk.edu.tr Phone: 00903704336687 – 2281 Fax:00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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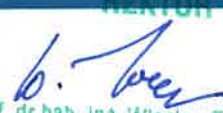

4. Housing

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
PL KIELCE 01	Michalina Mikołajczyk +48 41 34 24 789 mmikolajczyk@tu.kielce.pl	http://international.tu.kielce.pl/erasmus-information-sheet/
TR KARABUK01	Res.Asst.M.Esad KULOĞLU mekuloglu@karabuk.edu.tr Phone: 00903704336687 – 2281 Fax:00903704336697	http://ulusiararasi.karabuk.edu.tr/ects/default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL KIELCE 01	Prof. dr hab. inż. Wiesław Trąpczyński Rector	08.06. 2017	 REKTOR prof. dr hab. inż. Wiesław Trąpczyński
TR KARABUK01	Prof. Refik POLAT Rector		



⁷ Scanned signatures are accepted