



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2017-21[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)
KARABUK UNIVERSITY	TR KARABUK01	Lect. Oya ÖNALAN International Relations Institutional Coordinator Phone: +90 370 433 6687 Fax: +90 370 4336697 E-mail: <a href="mailto:oyaonalan@karabuk.edu.tr">oyaonalan@karabuk.edu.tr</a>	<a href="http://ubys.karabuk.edu.tr/bologna/index-en.aspx">http://ubys.karabuk.edu.tr/bologna/index-en.aspx</a>
STEFAN CEL MARE UNIVERSITY OF SUCEAVA	RO SUCEAVA01	Contact person: Prof. Romeo IONESCU Tel.: +40 230 216 147 ext. 260 Email: <a href="mailto:romtit@fim.usv.ro">romtit@fim.usv.ro</a> Institutional Coordinator: Prof. Stefan PURICI - Office for European Affairs, str. Universitatii, nr. 13, 720229 - Suceava; tel. +230520316; Fax: +40230520316 email: <a href="mailto:relint@usv.ro">relint@usv.ro</a>	<a href="http://www.usv.ro/relint/llp_erasmus.php">www.usv.ro/relint/llp_erasmus.php</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

[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 *
TR KARABUK01	RO SUCEAVA01	0715	Mechatronics	1 <sup>st</sup> , 2 <sup>nd</sup>	3 X 5 months	N/A
RO SUCEAVA01	TR KARABUK01	0715	Mechatronics	1 <sup>st</sup> , 2 <sup>nd</sup>	3 X 5 months	N/A

[\*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 *
TR KARABUK01	RO SUCEAVA01	0715	Mechatronics	3 x 1 week (min. 8 teaching hours)	1 x 1 week
RO SUCEAVA01	TR KARABUK01	0715	Mechatronics	3 x 1 week (min. 8 teaching hours)	1 x 1 week

## 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:

<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>)



Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 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]
TR KARABUK01		English		B1	B2
RO SUCEAVA01	0715	Romanian	English, French (Except of projects and thesis, courses are taught in Romanian, but incoming students may receive support in En/FR. They can pass the exams based on written essays and reports)	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

##### RO SUCEAVA01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Office for European Affairs [relint@usv.ro](mailto:relint@usv.ro)

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]
RO SUCEAVA01	01 <sup>st</sup> of August Nominations and applications	01 <sup>st</sup> of August Nominations and applications
TR KARABUK01	May31th	October31th

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

2. The receiving institution will send its decision within 4 weeks

<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>



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."*

## F. Information

### 1. Grading systems of the institutions

#### **RO SUCEAVA01:**

[www.usv.ro/relint/pagini/incoming/General\\_Information.pdf](http://www.usv.ro/relint/pagini/incoming/General_Information.pdf)

#### **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		

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 F3 K/E			F2 F3 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:



Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO SUCEAVA01	Office for International Relations and European Affairs Tel: +40 230 520316; +40 230 217147 Fax: +40 230 520316; Email: <a href="mailto:relint@usv.ro">relint@usv.ro</a>	<a href="http://www.usv.ro/relint/pagini/incoming/General_Information.pdf">www.usv.ro/relint/pagini/incoming/General_Information.pdf</a>
TR KARABUK01	Res.Asst.M.Esad KULOĞLU <a href="mailto:mekuloglu@karabuk.edu.tr">mekuloglu@karabuk.edu.tr</a> Phone: 00903704336687 – 2281 Fax:00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO SUCEAVA01	Office for International Relations and European Affairs Tel: +40 230 520316; +40 230 217147 Fax: +40 230 520316; Email: <a href="mailto:relint@usv.ro">relint@usv.ro</a>	<a href="http://www.usv.ro/relint/pagini/incoming/General_Information.pdf">www.usv.ro/relint/pagini/incoming/General_Information.pdf</a>
TR KARABUK01	Res.Asst.M.Esad KULOĞLU <a href="mailto:mekuloglu@karabuk.edu.tr">mekuloglu@karabuk.edu.tr</a> Phone: 00903704336687 – 2281 Fax:00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

### **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
RO SUCEAVA01	Office for International Relations and European Affairs Tel: +40 230 520316; +40 230 217147 Fax: +40 230 520316; Email: <a href="mailto:relint@usv.ro">relint@usv.ro</a>	<a href="http://www.usv.ro/relint/pagini/incoming/General_Information.pdf">www.usv.ro/relint/pagini/incoming/General_Information.pdf</a>
TR KARABUK01	Res.Asst.M.Esad KULOĞLU  <a href="mailto:mekuloglu@karabuk.edu.tr">mekuloglu@karabuk.edu.tr</a> Phone: 00903704336687 – 2281 Fax:00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
RO SUCEAVA01	Prof. Valentin POPA, Ph.D.Eng. - Rector	18/07/2017	
TR KARABUK01	Prof. Refik POLAT Rector	26-07-2017	

<sup>7</sup> Scanned signatures are accepted