



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2015-2021

### between programme countries

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>1</sup> (email, phone)	Website (eg. of the course catalogue)
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>
Università Carlo Cattaneo - LIUC	I CASTELL 01	Cristina COLOMBO International Relations Officer international@liuc.it +39 0331 572 544	<a href="http://www.liuc.it">www.liuc.it</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>2</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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
TR KARABUK01	I CASTELL 01	52	Engineering Trades(Indus trial Engineering)	1 <sup>st</sup>	2*5:10	2*5:10
I CASTELL 01	TR KARABUK01	52	Engineering Trades(Indus trial Engineering)	1 <sup>st</sup> 2 <sup>nd</sup>	2*5:10	2*5:10

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
TR KARABUK01	I CASTELL 01	52	Engineering Trades	2*5:10 days	2*5:10 days
I CASTELL 01	TR KARABUK01	52	Engineering Trades	2*5:10 days	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:

<sup>2</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>3</sup>	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
TR KARABUK01		English	Turkish	B1 English	B2 English
I CASTELL 01		Italian	English	B1 for both languages	B2 for both languages

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

### I CASTELL 01:

**OUTGOING STUDENTS:** the selection of these students is done one year in advance and in 2 rounds. Students are selected according to the average of their marks and the language skills. If these last are not sufficient LIUC organises language preparation courses to upgrade the students' language skills. If these requirements are not met students are not allowed to carry out the exchange. They are allocated a host institution after having checked with an academic tutor that there is a suitable study plan for them in host institution and that the student meets the language requirements indicated by the partner university. The International Office then supports the students prior and during their exchange.

**INCOMING STUDENTS:** the International Office (I.O.) at LIUC supports both the partner university and the incoming students from the nomination to the departure. They provide information on all aspects from the practical ones to the academic ones and act as interface with all the departments involved in the university.

The I.O. supports students as far as the accommodation on campus is concerned, while the accommodation off campus is supported by the Erasmus Student Network. The I.O. works very close with this association to welcome exchange students and to help them to integrate in the social and academic life of the University. The I.O. organises an Orientation Week upon arrival of students in both semester to help them carrying out all the procedures to finalise their enrolment to the University and to give them all the necessary information for their stay. Before the end of each semester the I.O. organises as well a Predeparture Meeting to inform students what they have to do before leaving and more information on the transcript of records and the documents they have to complete before leaving. The Università Carlo Cattaneo - LIUC has infrastructures and a team of support for 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]
TR KARABUK01	May31th	October31th
I CASTELL 01	Nomination by 15 <sup>th</sup> May  Submission of documents end of May	Nomination by 1 <sup>st</sup> November  Submission of documents mid November

<sup>3</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>

2. Students have to apply in our online application system and follow all requirements in that.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
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. 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

#### TR KARABUK01:

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		

### **I CASTELL 01:**

<http://www.liuc.it/cmgenerale/default.asp?ssito=6&codice=74>

### **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	Website for information
TR KARABUK01	Kerim TANI <sup>a</sup> <a href="mailto:kerimtani@s@karabuk.edu.tr">kerimtani@s@karabuk.edu.tr</a> 00903704336687 00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
I CASTELL 01	Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295	<a href="http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96">http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96</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	Website for information
TR KARABUK01	Kerim TANI <sup>a</sup> <a href="mailto:kerimtani@karabuk.edu.tr">kerimtani@karabuk.edu.tr</a> 00903704336687 00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
I CASTELL 01	Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295	<a href="http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96">http://www.liuc.it/cmgenerale/default.asp?ssito=6&amp;codice=96</a>


### 4. Housing 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
I CASTELL 01	On campus  Cristina COLOMBO <a href="mailto:ccolombo@liuc.it">ccolombo@liuc.it</a> +39 0331 572 295  Off campus  Erasmus Student Network <a href="mailto:esn@liuc.it">esn@liuc.it</a>	<a href="http://www.liuc.it/cmgenerale/default.asp?ssito=1&amp;codice=104">http://www.liuc.it/cmgenerale/default.asp?ssito=1&amp;codice=104</a>

<p>TR KARABUK01</p>		<p><a href="http://www.alkalemkarabuk.com/iletisim.html">http://www.alkalemkarabuk.com/iletisim.html</a></p> <p><a href="http://www.cebioglugrup.com/tr/contact/">http://www.cebioglugrup.com/tr/contact/</a></p> <p>Girls:</p> <p><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></p> <p><a href="http://karabukevim.com/?page_id=8">http://karabukevim.com/?page_id=8</a></p> <p><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></p> <p><a href="https://plus.google.com/110378798161805439947/about?gl=tr&amp;hl=tr">https://plus.google.com/110378798161805439947/about?gl=tr&amp;hl=tr</a></p> <p><a href="http://beyazincisafraolu.com/index.php?islem=iletisim">http://beyazincisafraolu.com/index.php?islem=iletisim</a></p> <p><a href="http://www.karabukcelebikizyurdu.com/iletisim.html">http://www.karabukcelebikizyurdu.com/iletisim.html</a></p> <p><a href="http://www.avazlaryurt.com/iletisim.asp">http://www.avazlaryurt.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/101998924644974471698/about?gl=tr&amp;hl=tr">https://plus.google.com/101998924644974471698/about?gl=tr&amp;hl=tr</a></p> <p><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></p> <p><a href="http://www.pansiyonadres.com/iletisim.html">http://www.pansiyonadres.com/iletisim.html</a></p> <p><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></p>
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#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
TR KARABUK01	Prof.Dr.Burhanettin Uysal Rector	24.11.2014	
I CASTELL 01	Drs. Raffaella ANGELUCCI Head of the International Office <i>Kordina-tör</i>		