



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2016-2021

### 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 Önalın 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>
UNIVERSITA' DEGLI STUDI DI TRIESTE	I TRIESTE01	Administrative contacts: Ripartizione Mobilità Internazionale Piazzale Europa, 1 I-34127 Trieste Outgoing: mobilita.outgoing@amm.units.it Incoming: mobilita.incoming@amm.units.it Departmental coordinator: Prof. Alberto Sdegno	General information <a href="http://www.units.it/internationalia">http://www.units.it/internationalia</a> Course catalogue: <a href="http://esse3web.units.it/esse3/Guide/Home.do">http://esse3web.units.it/esse3/Guide/Home.do</a> <a href="http://esse3web.units.it/esse3/Guide/Home.do?sessionId=8E152C6368684AD7EA48265B89921F22?cod_lingua=eng">http://esse3web.units.it/esse3/Guide/Home.do?sessionId=8E152C6368684AD7EA48265B89921F22?cod_lingua=eng</a>

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

## 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.

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 <sup>3</sup> ]	
TR KARABUK01	I TRIESTE01	0731	Architecture	1st	3*5:15 months	
I TRIESTE01	TR KARABUK01	0731	Architecture	1st	3*5:15 months	

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 TRIESTE01	0731	Architecture	2*5: 10 days	
I TRIESTE01	TR KARABUK01	0731	Architecture	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 TRIESTE01		Italian		B1	

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

## 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 TRIESTE01	See annex	

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:

<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>

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

below 50 or whose percentage of

final grade is below 60, 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.

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		

1 TRIESTE01: SEE ANNEX

## 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 TANIŞ <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@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 TRIESTE01	SEE ANNEX	

### 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:


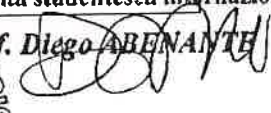
Institution [Erasmus code]	Contact details	Website for information
TR KARABUK01	Kerim TANIŞ <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a> 00903704336687 00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
I TRIESTE01	SEE ANNEX	

### 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 TRIESTE01	SEE ANNEX	?
TR KARABUK01	Kerim Tanış <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a>	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
TR KARABUK01	Prof. Dr. Kenk POLAT Rector	08/07/15	
I TRIESTE01		07/07/15	Il Delegato del Rettore alla Mobilità studentesca Internazionale Prof. Diego ABENANTE 

<sup>4</sup> Scanned signatures are accepted



UNIVERSITÀ  
DEGLI STUDI DI TRIESTE

## ANNEX I TRIESTE01

### 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 2/3	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I TRIESTE01		Italian		B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

#### University of Trieste

**I TRIESTE01:** Integration of mobile students: Welcome Days, tutoring, Italian Lessons, Selections are made by fixed criteria: <http://www.units.it/internationalia>

**Disabled students:** <http://www2.units.it/disabili/>

**Administrative contact to which Transcript of Record and Attendance certificate have to be sent**

Name of the institution (and department, where relevant)	Erasmus code	Contact details for Transcript of Records and attendance certificate <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Università di Trieste	I TRIESTE01	Ripartizione Mobilità Internazionale Piazzale Europa, 1 I-34127 Trieste <a href="mailto:mobilita.outgoing@amm.units.it">mobilita.outgoing@amm.units.it</a>	<a href="http://www2.units.it/internationalia/">http://www2.units.it/internationalia/</a>

<sup>1</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>

<sup>2</sup> Contact details to send ToR and attendance certificate for outgoing students .

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I TRIESTE01	<b>May</b> –to be confirmed by official mail year by year	<b>November</b> - to be confirmed by official mail year by year

2. The receiving institution will send its decision within 4 weeks from nomination deadline. The University of Trieste will send its acceptance by email directly to the students.

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.

4. Termination of the agreement

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it 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

**University of Trieste:** web page link :<http://www2.units.it/internationalia/it/policy/>

### 2. Visa

#### University of Trieste

According to the requirements of the Erasmus Charter for Higher Education the University of Trieste will assist those of its incoming mobile staff/students who need a visa by issuing in a timely manner, upon request, the necessary documentation for the visa application (i.e. letters confirming staff/students status at the institution)

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>

### 3. Insurance

#### University of Trieste

According to the requirements of the Erasmus Charter for Higher Education insurance cover is the responsibility of the mobile participant. In cases in which insurance cover is not automatically provided, the University of Trieste will inform and assist mobile participants.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m.. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>

#### 4. Housing

##### University of Trieste

According to the requirements of the Erasmus Charter for Higher Education the University of Trieste will guide incoming mobile participants in finding accommodation on the private market by providing websites offering rooms/flats on rent, associations offering accommodation and/or ESN service. Only few rooms are available at the Students hostel for students coming from non EU countries. Availability of rooms may be subject to change year by year.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m.. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>

##### University of Trieste

##### Erasmus Student Network

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>ESN service:</b> Piazzale Europa, 1 I-34127 Trieste <a href="mailto:info@esntrieste.it">info@esntrieste.it</a>	<a href="http://www.esntrieste.it">http://www.esntrieste.it</a>