



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014/15-2020/21 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 ² (email, phone)	Website (eg. of the course catalogue)
Latvijas Kultūras akadēmija (Latvian Academy of Culture)	LV RIGA08	Institutional Coordinator: Ilze Beimane, Head of International Exchange Programs 24 Ludzas str., Riga, LV-1003, Latvia Tel.: +371 67114807 Fax: +371 67141012 Email: beimane@lka.edu.lv	www.lka.edu.lv The course catalogue: http://www.lka.edu.lv/modules.php?op=modload&name=News&file=article&sid=1163&mode=thead&order=0&thold=0&topic=189
Karabuk Üniversitesi (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	www.karabuk.edu.tr http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 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 Traineeship s
LV RIGA08	TR KARABUK01	023	Languages	1; 2	1*5 MONTHS	-
LV RIGA08	TR KARABUK01	022	Humanities	1; 2	1*5 MONTHS	-
TR KARABUK01	LV RIGA08	023	Languages	1; 2	1*5 MONTHS	-
TR KARABUK01	LV RIGA08	022	Humanities	1; 2	1*5 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 *
LV RIGA08	TR KARABUK01	022	Humanities	1*7 DAYS	-
TR KARABUK01	LV RIGA08	022	Humanities	1*7 DAYS	-

³ 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>)

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA08		EN, LV	EN	EN: B2	EN: B2
TR KARABUK01		English	Turkish	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

LV RIGA08: A type of certificate for students: a confirmation from sending institution (signed by a staff of university or faculty or department)

TR KARABUK01:

D. Additional requirements

LV RIGA08: The candidates with disabilities can only be accepted after the consultation with the Latvian Academy of Culture.

TR KARABUK01:

All incoming students must be nominated by their home institution before the deadline date. Application forms and documents need to be forwarded to Kerim TANIŞ - International office by our deadline dates. Karabuk University can arrange support to students/staff with disabilities, please contact Kerim TANIŞ for details.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LV RIGA08	1 st of July	1 st of December

⁴For 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>

TR KARABUK01	Nomination: May 1 st Application: May 31st	Nomination: October 1st Application: October 31st
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2. The receiving institution will send its decision within 2 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.
4. Termination of the agreement

In case of earlier 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 June of year N will only take effect as of 1 September of year N+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

LV RIGA08: 10-point grading scheme for knowledge assessment:

Achievement level	Grade	Meaning	Approx. ECTS grade
very high	10	with distinction	A
	9	excellent	A
high	8	very good	B
	7	good	C
medium	6	almost good	D
	5	satisfactory	E
	4	almost satisfactory	E/FX
low	3-1	unsatisfactory	Fail

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
F	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		

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
LV RIGA08	Aija Melbārde, External Relations and Communication Officer (Erasmus incoming students) aija.melbarde@lka.edu.lv Tel. : +371 67114807 <u>Contact Details for Staff Mobility (if applicable):</u> Email: beimane@lka.edu.lv	<u>The Office of Citizenship and Migration Affairs:</u> http://www.pmlp.gov.lv/en/home/services/visas-and-invitations/
TR KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	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
LV RIGA08	Aija Melbārde, External Relations and Communication Officer (Erasmus incoming students) Email: aija.melbarde@lka.edu.lv <u>Contact Details for Staff Mobility (if applicable):</u> Email: beimane@lka.edu.lv	http://www.lka.edu.lv/index.php?newlang=eng
TR KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

LV RIGA08: The foreigner must submit a document confirming health insurance during the stay in Latvia. Students can arrange it in their own country.


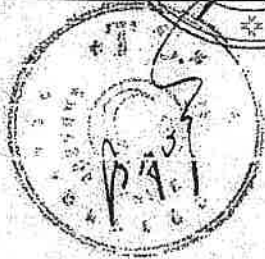
TR KARABUK01:

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
LV RIGA08	Aija Melbārde, External Relations and Communication Officer (Erasmus incoming students) Email: aija.melbarde@lka.edu.lv <u>Contact Details for Staff Mobility (if applicable):</u> Email: beimane@lka.edu.lv	http://www.lka.edu.lv/index.php?newlang=eng
TR KARABUK01	Kerim TANIS Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
LV RIGA08	Prof. Janis Silinš Rector	17.02. 2014	
TR KARABUK01	Prof. Dr. Burhanettin UYSAL Rector	14 FEB 2014	

⁵Scanned signatures are accepted