

## Erasmus+ Programme

### Key Action 1

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-2021 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>2</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Latvia</b>  Raina Blvd. 19 Riga LV – 1586 Latvia	<b>LV RIGA01</b>	<b>Alina Grzibovska</b> Institutional Coordinator <a href="mailto:ad@lu.lv">ad@lu.lv</a> Phone: +371 67034334	<a href="http://www.lu.lv/eng/istudents/exchange/">http://www.lu.lv/eng/istudents/exchange/</a>
<b>Karabuk University</b>	<b>TR KARABUK01</b>	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>

#### B. Mobility numbers<sup>3</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 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 *
<b>LV RIGA01</b>	<b>TR KARABUK01</b>	023	English language	1st 2nd	10 (2 students)	-
<b>TR KARABUK01</b>	<b>LV RIGA01</b>	023	English language and Literature	1st 2nd	10 (2 students)	

[\*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	TO	Subject	Subject area	Number of staff mobility periods
------	----	---------	--------------	----------------------------------

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

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

<sup>3</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>

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
LV RIGA01	TR KARABUK01	023	English language	5 (1 person)	
TR KARABUK01	LV RIGA01	023	English language and Literature	5 (1 person)	

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA01	023	Latvian for all programs	English for several programs and courses for exchange students	<b>English:</b> 1 <sup>st</sup> level students B2 2 <sup>nd</sup> level students C1	English B2
TR KARABUK01	023		English	<b>English:</b> 1 <sup>st</sup> level students B2 2 <sup>nd</sup> level students C1	B2 English

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

#### LV RIGA01

- Application documents received after application deadlines will not be accepted.
- In case, if the application documents aren't in Latvian, English, German or Russian language, the applicants have to add the authorized translation of these documents.
- Exchange studies for PhD students are organized according to individual plans.
- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.
- Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty (<http://www.lu.lv/eng/istudents/exchange/coordinators/>) with copy sent to the International Relations department ([ad@lu.lv](mailto:ad@lu.lv)) of the University of Latvia.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

XXXXXX:

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome 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]
LV RIGA01	Nomination deadline: April 15 <sup>th</sup> Application deadline: May 15 <sup>th</sup>	Nomination deadline: October 15 <sup>th</sup> Application deadline: November 15 <sup>th</sup>
TR KARABUK01	Nomination deadline: September 16 <sup>th</sup> Application deadline: May 31 <sup>th</sup>	Nomination deadline: February 17 <sup>th</sup> Application deadline: October 31 <sup>th</sup>

2. The receiving institution will send its decision within **6 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  
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **7 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<sup>4</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>

## F. Information

### 1. Grading systems of the institutions

LV RIGA01: the following scale is used for all types of evaluations/examinations:

Grade	Meaning	Comments	Estimated corresponding ECTS grade
10	with distinction	Knowledge of the student is substantially higher than the estimated normal level.	A
9	excellent	Knowledge of the student is higher than the estimated normal level	A
8	very good	Knowledge corresponds to the highest expected level.	B
7	labi (good)	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	C
6	almost good	The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes.	D
5	satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	E
4	almost satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	E/FX
3-1	unsatisfactory	Marks of different levels for students whose records are below the expected.	Fail

**KARABÜK UNIVERSITY**

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		

**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 RIGA01	<a href="mailto:Sarmite.rutkovska@lu.lv">Sarmite.rutkovska@lu.lv</a> + 371 670334336	<a href="http://www.lu.lv/eng/istudents/exchange/visas/">http://www.lu.lv/eng/istudents/exchange/visas/</a>

TR KARABUK01	embassy.riga@mfa.gov.tr	<a href="http://riga.be.mfa.gov.tr/">http://riga.be.mfa.gov.tr/</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
LV RIGA01	<a href="mailto:Sarmite.rutkovska@lu.lv">Sarmite.rutkovska@lu.lv</a> + 371 670334336	<a href="http://www.lu.lv/eng/istudents/exchange/advice/insurance/">http://www.lu.lv/eng/istudents/exchange/advice/insurance/</a>
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 RIGA01	<a href="mailto:dormitory@lu.lv">dormitory@lu.lv</a> +371 67034337	<a href="http://www.lu.lv/eng/services/accommodation/">http://www.lu.lv/eng/services/accommodation/</a>
TR KARABUK01		<a href="http://www.altinkalemkarabuk.com/iletisim.html">http://www.altinkalemkarabuk.com/iletisim.html</a> <a href="http://www.cebioglugrup.com/tr/contact/">http://www.cebioglugrup.com/tr/contact/</a> Girls: <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> <a href="http://karabukevim.com/?page_id=8">http://karabukevim.com/?page_id=8</a> <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> <a href="https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr">https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr</a> <a href="http://beyazincisafranbolu.com/index.php?islem=iletisim">http://beyazincisafranbolu.com/index.php?islem=iletisim</a> <a href="http://www.karabukcelebikizyurdu.com/iletisim.html">http://www.karabukcelebikizyurdu.com/iletisim.html</a> <a href="http://www.avvazlaryurt.com/iletisim.asp">http://www.avvazlaryurt.com/iletisim.asp</a> Boys: <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> <a href="https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr">https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr</a> <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> <a href="http://www.pansiyonadres.com/iletisim.html">http://www.pansiyonadres.com/iletisim.html</a> <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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
LV RIGA01	<p><b>Mrs. Alina Grzibovska</b> Director of International Relations Department</p>	27 -01- 2014	
TR KARABUK01	<p><b>Lect.Oya Onalan</b> LLP /International Relations Coordinator</p>	20 JAN 2014	

<sup>5</sup> Scanned signatures are accepted