



Erasmus+ Programme

Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional agreement 2017-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
TURIBA UNIVERSITY	LV RIGA09	Laura Griķe Erasmus coordinator Phone: + 371 67625371 Fax: +371 67619152 E-mail: Laura.Grike@turiba.lv	www.turiba.lv
KARABUK UNIVERSITY	TR KARABUK01	Lect.Öya Önalın International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/hayatboyu-en

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

B. Mobility numbers² 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
LV RIGA09	TR KARABUK01	0410	Business and Administration	1 st , 2 nd	1 semester (5 months) as average duration	
TR KARABUK01	LV RIGA09	0410	Business and Administration	1 st , 2 nd	1 semester (5 months) as average duration	

[*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 *
LV RIGA09	TR KARABUK01	0410	Business and Administration	7 days of teaching period as average duration	7 days

² 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>)

k

TR KARABUK01	LV RIGA09	0410	Business and Administration	7 days of teaching period as average duration	7 days
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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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA09		Latvian	EN	B2 English	B2 English
TR KARABUK01		Turkish	EN	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].

D. Additional requirements

[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.]

Karabuk University: see: <http://uluslararasi.karabuk.edu.tr/hayatboyu/en/index.htm>

E. Calendar

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

Receiving institution	Autumn term*	Spring term*
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³ 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>

[Erasmus code]	[month]	[month]
LV RIGA09	30 th June	15 th November
TR KARABUK01	31 st May	30 th September

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 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

In case of need the agreement can be modify for the next academic year. In the event of unilateral termination, a notice of at least one academic year should be given. 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 RIGA09:

10 = with distinction = Knowledge of student is substantially higher than an estimated normal level.

9= excellent = Knowledge of student is higher than an estimated normal level

8= very good = Knowledge corresponds to the highest expected level.

7= good = The student has achieved the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.

6= almost good = The student has generally achieved the course within the necessary limits but he or she is either: more reproducing the knowledge than actively using it, or makes more substantial mistakes.

5= satisfactory = Awarded to students, which are progressing within the limits of their individual abilities, in general are not behind the appropriate age group, but make substantial mistakes and are more fixing the facts then analyzing them.

4= almost satisfactory = the very last positive grade. Might be awarded to students who do their best but still make severe mistakes and are practically just reproducing most of the necessary material.

3-1= unsatisfactory = different levels of marks for students whose record is below the expected for the appropriate age group.

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter	Grading	Grading
	Equivalent	in 100	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		

Falling 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					
	Master's Degree			Doctorate's Degree		
Letter Grades	Letter	Grading	Grading	Letter	Grading	Grading
	Equivalent	in 100	in 4.00	Equivalent	in 100	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 RIGA09	Laura.Grike@turiba.lv	http://www.turiba.lv/en/studijas/exchange-students/342/
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

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 RIGA09	Laura.Grike@turiba.lv	http://www.turiba.lv/en/studijas/exchange-students/342/
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	



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 RIGA09	Laura.Grike@turiba.lv	http://www.turiba.lv/en/studijas/exchange-students/342/
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
LV RIGA09	Imants Bergs, Vice-Rector for study development and International Relations	18.10.2016.	
TR KARABUK01	Prof. Dr. Refik Polat Rector	23.11.2016	

⁴ Scanned signatures are accepted