



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[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 ¹ (email, phone)	Website (eg. of the course catalogue)
Ventspils University College	LV VENTSPI01	Liene Liepina Inzenieru street 101, Ventspils LV 3601 Latvia phone: +37163629651, e- mail: international@venta.lv	www.venta.lv
Karabuk University	TR KARABUK01	Lect.Oya Önalán LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
[...]			

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

B. Mobility numbers² per 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 VENTSPI01	Partner	041	Business and administration	1st, 2nd, 3rd	2 students/ 5 month each	
		0714	Electronics and automation	1st, 2nd	2 students/ 5 month each	
		061	Information and Communication tech.	1st, 2nd	2 students/ 5 month each	
		023	languages	1st, 2nd	2 students/ 5 month each	
Partner	LV VENTSPI01	041	Business and administration	1st, 2nd	2 students/ 5 month each	
		0714	Electronics and automation	1st, 2nd	2 students/ 5 month each	
		061	Information and Communication tech.	1st, 2nd	2 students/ 5 month each	
		023	languages	1st, 2nd	2 students/ 5 month each	

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>)

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 VENTSPI01	<u>Partner</u>	041	Business and administrat ion	2*7days	2*7days
		0714	Electronics and automation		
		061	Informatio n and Communic ation tech.		
		023	languages		
<u>Partner</u>	LV VENTSPI01	041	Business and administrat ion	2*7days	2*7days
		0714	Electronics and automation		
		061	Informatio n and Communic ation tech.		
		023	languages		

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 VENTSPI01		English	Latvian	B1 (English)	B2 (English)
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].

D. Additional requirements

LV VENTSPI01: Application requirements can be found at <http://venta.lv/en/studies/exchange/how-to-apply/>
Guests with disabilities will be accepted after approval from VUC

TR KARABUK01: <http://uluslararasi.karabuk.edu.tr/ects/default.aspx>

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 VENTSPI01	1 st June	15 th November
TR KARABUK01	May31th	October31th

[* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement

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>

Exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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 VENTSPI01: <http://venta.lv/en/studies/exchange/>

TR KARABUK01: <http://uluslararasi.karabuk.edu.tr/ects/default.aspx>

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 VENTSPI01	international@venta.lv phone: +37163629651	www.venta.lv
TR KARABUK01		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 VENTSPI01	international@venta.lv phone: +37163629651	www.venta.lv
TR KARABUK01		http://uluslararasi.karabuk.edu.tr/ects/default.aspx



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 VENTSPI01	international@venta.lv phone: +37163629651	www.venta.lv
TR KARABUK01		http://www.altinkalemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu http://karabukevim.com/?page_id=8 https://plus.google.com/108928705950560992220/about?gl=tr&hl=tr https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr http://beyazincisafranbolu.com/index.php?islem=iletisim http://www.karabukcelebikizyurdu.com/iletisim.html http://www.avvazlaryurt.com/iletisim.asp Boys: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr http://www.pansiyonadres.com/iletisim.html https://plus.google.com/10864163779944114075/about?gl=tr&hl=tr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
LV VENTSPI01	Karlis Kreslins Vice rector of study	25.03. 2014.	
TR KARABUK01	Prof.Dr.Burhanettin Uysal Rector	05.03.2014	



⁴ Scanned signatures are accepted