



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2018-2021
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 (email, phone)	Website (eg. of the course catalogue)
<p>Karabuk University</p>  <p>KARABUK UNIVERSITY</p>	TR KARABUK01	Lect. Oya ONALAN International Relations Institutional Coordinator 90 370 433 6687 oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
<p>Riga Technical University</p>  <p>RIGA TECHNICAL UNIVERSITY</p>	LV RIGA02	Jolanta Jurēvica Head of International Mobility Unit Study Department +371 67089 055 jolanta.jurevica@rtu.lv	www.rtu.lv/en

B. Mobility numbers 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 [1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months]	Student Mobility for Traineeships *
TR KARABUK01	LV RIGA02	0710	Engineering and Engineering Trades	1 st , 2 nd , 3 rd	2x5 months	2X3 months
LV RIGA02	TR KARABUK01	0710	Engineering and Engineering Trades	1 st , 2 nd , 3 rd	2x5 months	2X3 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 [total number of days]	Staff Mobility for Training *
TR KARABUK01	LV RIGA02	0710	Engineering and Engineering Trades	1 X 8 hours	1 X 10 hours
LV RIGA02	TR KARABUK01	0710	Engineering and Engineering Trades	1 X 8 hours	1 X 10 hours

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English	Turkish	B1 English	B2 English
LV RIGA02		English		B1	B2

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

D. Additional requirements

LV RIGA02:

Incoming exchange students are required to attend the Introduction Week. In case of additional requirements of academic, organisational or other aspects (e.g. students with special needs), please consult our website www.fsd.rtu.lv or contact the International Cooperation and Foreign Students Department: incomingexchange@rtu.lv.

Students are asked to electronically submit an official transcript of records outlining the courses taken at home university. Transcript of records has to reflect that student has successfully completed all academic requirements at home university. **Students with failed grades and, accordingly with academic debts at home university, will not be accepted as exchange students at Riga Technical University.**

English proficiency confirmation of at least B1 Level or equivalent is required providing either results of official test or a confirmation letter from home university.

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	May31st	October31st
LV RIGA02	15 June On-line application: https://incomingexchange.rtu.lv/	15 November On-line application: https://incomingexchange.rtu.lv/

2. The receiving institution will send its decision within 4 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 above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually, if communicated before January 1st.

"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 RIGA02: www.fsd.rtu.lv

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter Grades	Grading Equivalent in 100	Grading in 4.00
A	AA	90-100	4,00
A	AB	86-89	3,75
B	BA	81-85	3,33
B	BB	76-80	3,00
C	BC	70-75	2,75
C	CB	65-69	2,33
D	CC	60-64	2,00
D	CD	57-59	1,75

E	DC	54-56	1,33
E	DD	50-53	1,00
F	FF	0-49	0,00
	F1		
	F2		
	G		
	K		
	M		

ECTS SYSTEM	KBU GRADING SYSTEM					
	Master's Degree			Doctorate's Degree		
Letter Grades	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		

G: Pass (Out of Grade)

Failing Grades:

F1: it is given to students who do not fulfil the

requirements for attendance, and who do not have right to take the final or makeup examination, and thus its coefficient is zero.

F2: it is given to students who attend the classes regularly, but do not take the final or makeup examinations; its coefficient is zero.

F3: it 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; its 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.

K/E: it is given to students who fail the course. It is for non-credit courses.

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
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 433 6687	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
LV RIGA02	incomingexchange@rtu.lv	www.fsd.rtu.lv

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
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 433 6687	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
LV RIGA02	incomingexchange@rtu.lv	www.fsd.rtu.lv

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
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 433 6687	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
LV RIGA02	incomingexchange@rtu.lv	www.fsd.rtu.lv

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR KARABUK01	Prof. Refik Polat Rector	07 NOV 2018	
LV RIGA02	Prof. Leonids Ribickis Rector	07.11.2018	

¹Scanned signatures are accepted