



KARABÜK  
UNIVERSITY

## Erasmus+ Programme

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

### **Inter-institutional<sup>1</sup> agreement 2017-20[21]<sup>2</sup>** **between programme countries**

#### **[Minimum requirements]<sup>3</sup>**

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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Lithuania Business University of Applied Sciences	LT Klaiped07	Samanta Straupaite, Head of International Relations and Project Department  Turgaus str. 21, LT-91249 Klaipeda, Lithuania  <a href="mailto:projektai@ltvk.lt">projektai@ltvk.lt</a>  370 46 311099	<a href="http://www.ltvk.lt">http://www.ltvk.lt</a>

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

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
TR KARABUK01	LT Klaiped07	31	Social Work	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
LT Klaiped07		31	Social and behavioural sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
TR KARABUK01	LT Klaiped07	104	Transport services	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
LT Klaiped07	TR KARABUK01	104	Transport Services	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
TR KARABUK01	LT Klaiped07	041	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
LT Klaiped07	TR KARABUK01	041	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
TR KARABUK01	LT Klaiped07	61	Computer Engineering (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2	12
LT Klaiped07	TR KARABUK01	61	Information and Communication Technologies (ICTs)	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
TR KARABUK01	LT Klaiped07	1015	Travel, tourism and leisure	1 <sup>st</sup>	2	12
LT Klaiped07	TR KARABUK01	1015	Travel, tourism and leisure	1 <sup>st</sup>	2	12

[\*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]		

## 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.]*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LT Klaiped07	1 July	1 December
TR KARABUK01	Application Deadline: 1st semester: June 30 <sup>th</sup> Full academic year: June 30 <sup>th</sup>	Application Deadline: 2nd semester: December 1 <sup>st</sup>

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of 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 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

### **TR KARABUK01**

- <http://ubys.karabuk.edu.tr/bologna/index-en.aspx>

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 F3 K/E			F2 F3 K/E		

G: Pass (Out of Grade)

Failing Grades:

**F1:** it 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, 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.

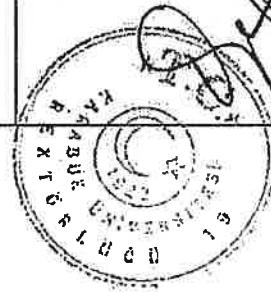
Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LT Klaiped07	Address: Europos Sq. 1, 03505 Vilnius LITHUANIA Tel. + 370 5 2364100, fax. +370 5 2364111, e-mail <a href="mailto:vlk@vlk.lt">vlk@vlk.lt</a>	<a href="http://www.migracija.lt/index.php?-1497548128">http://www.migracija.lt/index.php?-1497548128</a>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LT Klaiped07	International Relations and Project Department, <a href="mailto:projektai@lrvk.lt">projektai@lrvk.lt</a>	<a href="http://www.lrvk.lt">www.lrvk.lt</a>
TR KARABUK 01	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a>  +90 370 4187939  /2335  /2281	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
LT Klaiped07	Director, prof. dr. Angele Lileiklene	20/11/2017	<i>Direktore</i> prof. dr. Angele Lileiklene
TR KARABUK 01	Lec. Oya Cepni Onalan International Relations Coordinator	17/11/ 2017	<i>[Handwritten Signature]</i>



<sup>8</sup> Scanned signatures are accepted

		Lect. Oya ÖNALAN International Relations Institutional Coordinator Karabuk University 100.YIL Rectorship C Building 78050 Karabuk Turkey Phone: + 90 370 4187939 /2249 Fax: + 90 370 4187938	
KARABUK UNIVERSITY	TR KARABUK01	Email: <a href="mailto:oyaonalan@karabuk.edu.tr">oyaonalan@karabuk.edu.tr</a> Mr Adnan Ucur Erasmus Student Mobility Coordinator <a href="mailto:adnanucur@karabuk.edu.tr">adnanucur@karabuk.edu.tr</a> Phone: + 90 370 4187939 /2335	<a href="http://ubys.karabuk.edu.tr/bologna/index-en.aspx">http://ubys.karabuk.edu.tr/bologna/index-en.aspx</a>

### B. Mobility numbers<sup>5</sup> per academic year

*[Paragraph to be added, if the agreement is signed for more than one 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	TO	Subject area	Subject area name	Study	Number of student mobility periods
[Erasmus]	[Erasmus]				

<sup>5</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>)



code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
TR KARABUK01	LT Klaiped07	31	Social Work	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
LT Klaiped07		31	Social and behavioural sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2	12
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[\*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]		

**1. Grading systems of the institutions**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

**LT Klaiped07:** Grading system:

<https://www.classbase.com/Countries/Lithuania/Grading-System>

**TR KARABUK01:**

**1. Grading systems of the institutions**

**TR KARABUK01:**

ECTS SYSTEM Letter Grades	KBU GRADING SYSTEM Assoc. & Bachelor's Degree		
	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
FX	F1		
F	F2		
E	G		
F	K		
	M		

<sup>7</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)



TR KARABUK01	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a>  +90 370 4187939 /2335 /2281	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
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### **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
LT Klaiped07	The National Health Insurance Fund  Address: Europos Sq. 1, 03505 Vilnius LITHUANIA Tel. + 370 5 2364100, fax. +370 5 2364111, e- mail <a href="mailto:vlk@vlk.lt">vlk@vlk.lt</a>	<a href="http://www.vlk.lt/sites/en/health-insurance-in-lithuania/">http://www.vlk.lt/sites/en/health-insurance-in-lithuania/</a>
TR KARABUK01	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a>  +90 370 4187939/2335  /2281	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

### **4. Housing**

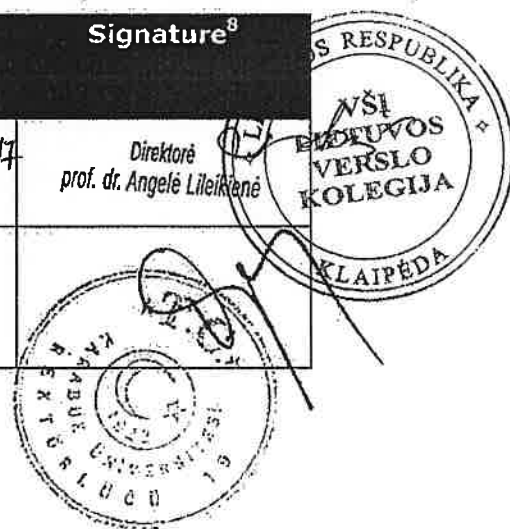
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LT Klaiped07	International Relations and Project Department, <a href="mailto:projektai@lrvk.lt">projektai@lrvk.lt</a>	<a href="http://www.lrvk.lt">www.lrvk.lt</a>
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TR KARABUK 01	Lec. Oya Çepni Önalın International Relations Coordinator	17/11/ 2017	<i>[Handwritten signature]</i>



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