



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Karabuk University	TR KARABUK 01	Oya Onalan Balıklarkayaı 100 Yıl 78050 Karabük, Turkey Tel : + 90 370 433 6687 Fax : + 90 370 4336697 oynalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
School of Pedagogical & Technological Education (ASPETE)	G ATHINE53	Maria Kantonidou Institutional Erasmus Coordinator – mkant@aspete.gr ASPETE 141 21 Heraklion, Athens, Greece Tel. +30.2102896704 Fax: +30.2102823247	http://www.aspete.gr/index.php?option=com_content&view=article&id=480&Itemid=445&lang=en

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

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B. Mobility numbers⁵ 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 [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 *
TR KARABUK 01	G ATHINE53	061	ICTs	1 st 2 nd , 3 rd	2X5 months	
		071	Engineering and engineering trades	1 st 2 nd , 3 rd	2X5 months	
		072	Architecture and construction	1 st 2 nd , 3 rd	2X5 months	
		011	Education	1 st 2 nd , 3 rd	2x5 months	
G ATHINE53	TR KARABUK 01	061	ICTs	1 st	2X5 months	
		071	Engineering and engineering trades	1 st	2X5 months	
		072	Architecture and construction	1 st	2X5 months	
		011	Education	1 st	2x5 months	

[*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 *]	

⁵ 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>)

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TR KARABUK 01	G ATHINE53	061, 071, 072, 011	Same as above	4x5 days (min. 8 hours per week)	2x5 days
G ATHINE53	TR KARABUK 01	061, 071, 072, 011	Same as above	4x5 days (min. 8 hours per week)	2x5 days

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK 01		Turkish	English	B2	B2
G ATHINE53		Greek	English	Greek B2 English B2	English B2

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

Partner Institutions recommend checking the instruction language/ECTS/hours of the relevant course(s) through the academic responsible or Erasmus Departmental Coordinator of the relevant faculty or department.

Partner institutions welcome student and staff with disabilities. Partner Institutions are advised to contact the International/Erasmus Office early enough to make sure that the student/staff member concerned can be accepted and that all necessary preparations have been made.

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 KARABUK 01	May31th	October31th
G ATHINE53	30 th May	15 th December

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

2. The receiving institution will send its decision within 3 weeks.

⁶ 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>

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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

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 2014 will only take effect as of 1 September 2014+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

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		

Karabuk University grading scale:

ASPETE uses a grading scale from 0 to 10, with 5 being the lowest passing grade

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)

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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
TR KARABUK 01	embassy.athens@mfa.gov.tr	http://atina.be.mfa.gov.tr/
G ATHINE53	Student Care Office ; Departmental Erasmus Coordinator of the Receiving Dept. Contact details : Please check URL	http://www.aspete.gr/index.php?option=com_content&view=article&id=420&Itemid=445&lang=en

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.

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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 KARABUK 01		
G ATHINE53	Student Care Office ; Departmental Erasmus Coordinator of the Receiving Dept. Contact details : Please check URL	http://www.aspete.gr/index.php?option=com_content&view=article&id=480&Itemid=445&lang=en

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 KARABUK 01		http://www.aitirke-emkarabuk.com/iletisim.html http://www.cehnglu.grup.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/108928705350560992220/about?gl=tr&hl=tr https://plus.google.com/110378738161805429942/about?gl=tr&hl=tr http://www.yezincisalranbolu.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

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G ATHINES3	Student Care Office ; Departmental Erasmus Coordinator of the Receiving Dept. Contact details : Please check URL	http://www.aspete.gr/index.php?option=com_content&view=article&id=480&Itemid=445&lang=en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KARABUK 01	Prof. Dr. Burhanettin Uysal, Rector	04 DEC 2012	 Stamp
G ATHINE 53	Prof. John Chrysoulakis, President of the Board	9.12.2013	 Stamp

⁷ Scanned signatures are accepted