|  |  |
| --- | --- |
|  | **INSTITUTION’S LOGO** |

**Erasmus+ Programme**

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

**Inter-institutional agreement 2019-2024  
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]](#footnote-1)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| KARABUK UNIVERSITY | TR KARABUK01 | Lect. Oya ÖNALAN International Relations  Institutional Coordinator +90 370 418 8049 oyaonalan@karabuk.edu.tr | https://obs.karabuk.edu.tr/oibs/bologna/ |
| NAME OF THE INSTITUTION | ERASMUS CODE | CONTACT PERSON TITLE  PHONE  EMAIL | INSTITUTION’S WEB PAGE |

**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 November 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, 1st , 2nd or 3rd] \**** | **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 KARABUK01 | ERASMUSCODE | 0710 | Industrial Engineering | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0710 | Industrial Engineering | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 0715 | Mechanical Engineering | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0715 | Mechanical Engineering | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 0713 | Electrical Engineering | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0713 | Electrical Engineering | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 1041 | Transportation Engineering | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 1041 | Transportation Engineering | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 0410 | Business and Administration | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0410 | Business and Administration | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 0311 | Economics | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0311 | Economics | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 0312 | Public Administraion (Civics) | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0312 | Public Administraion (Civics) | 1st, 2nd | 2 X 5 Months | NA |
| TR KARABUK01 | ERASMUSCODE | 0923 | Social work | 1st, 2nd | 2 X 5 Months | NA |
| ERASMUSCODE | TR KARABUK01 | 0923 | Social work | 1st, 2nd | 2 X 5 Months | NA |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 \** |
| TR KARABUK01 | ERASMUSCODE | 0710 | Industrial Engineering | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0710 | Industrial Engineering | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 0715 | Mechanical Engineering | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0715 | Mechanical Engineering | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 0713 | Electrical Engineering | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0713 | Electrical Engineering | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 1041 | Transportation Engineering | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 1041 | Transportation Engineering | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 0410 | Business and Administration | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0410 | Business and Administration | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 0311 | Economics | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0311 | Economics | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 0312 | Public Administraion (Civics) | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0312 | Public Administraion (Civics) | 1X8 hours | 1X10 hours |
| TR KARABUK01 | ERASMUSCODE | 0923 | Social work | 1X8 hours | 1X10 hours |
| ERASMUSCODE | TR KARABUK01 | 0923 | Social work | 1X8 hours | 1X10 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]** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[2]](#footnote-2)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| TR KARABUK01 | English | Turkish | B1 English | B2 English |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* |

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**

|  |  |
| --- | --- |
| Receiving institution  [Erasmus code] | Optional: additional  information |
| TR KARABUK01 | <http://ubys.karabuk.edu.tr/bologna/index-en.aspx> |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* |

**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 |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* |

2.Students have to apply in our online application system and follow all requirements in that.

3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

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. 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**

**TR KARABUK01:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ECTS SYSTEM** | **KBU GRADING SYSTEM** | | |
| **Letter Grades** | **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 |
|  | F1 |  |  |
| F2 |
| G |
| K |
| M |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ECTS SYSTEM** | **KBU GRADING SYSTEM** | | | |
| **Letter Grades** | **Master’s Degree** | | **Doctorate’s Degree** | |
| **Letter Grading**  **Equivalent in 100** | **Grading**  **in 4.00** | **Letter Granding**  **Equivalent 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 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.

**INSTITUTION’S GRADING SYSTEM (ERASMUS CODE):**

**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** | **Website for information** |
| TR KARABUK01 | International Relations Office [erasmus@karabuk.edu.tr](mailto:erasmus@karabuk.edu.tr)  +90 370 433 6687 | <http://ubys.karabuk.edu.tr/bologna/index-en.aspx> |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* |

**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** | **Website for information** |
| TR KARABUK01 | International Relations Office [erasmus@karabuk.edu.tr](mailto:erasmus@karabuk.edu.tr)  +90 370 433 6687 | <http://ubys.karabuk.edu.tr/bologna/index-en.aspx> |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* |

**4. Housing**

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](mailto:erasmus@karabuk.edu.tr)  +90 370 433 6687 | <http://ubys.karabuk.edu.tr/bologna/index-en.aspx> |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\* | \*\*\*\*\*\*\*\*\*\* |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[3]](#footnote-3)** |
| TR KARABUK01 | Lect. Oya ÖNALAN  International Relations  Institutional Coordinator |  |  |
| ERASMUSCODE | \*\*\*\*\*\*\*\*\*\* |  |  |

1. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-1)
2. 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> [↑](#footnote-ref-2)
3. Scanned signatures are accepted [↑](#footnote-ref-3)