**Karabük Üniversitesi Rektörlüğü Balıklarkayası Mevkii 78050 KARABÜK**

|  |  |  |
| --- | --- | --- |
|  |  **LETTER OF INTENT** **Under Lifelong Learning Programme (2007-2013)** **between** **KARABUK UNIVERSITY** |  |

**and**

**………………………………………………………….**

**……………………………………………………………**

1. This agreement has been prepared to expedite internship placement of the students from Karabuk University under the Erasmus Student Exchange Programme, in………………………(name of the company),
2. The parties agree to establish ties of friendship and co-operation for the purpose of mutual understanding,
3. The agreement shows the desire of the two parties for a long term cooperation in the placement for internship.
4. Exchanges may be of any branch of learning that is related with the profession scope of ……………….(name of the company). The name of the student and the menetor’s appointed for monitoring the student’s traning progress, and the period of the placement shall be defined at the end of this letter.
5. The students shall cover all administrative duties appertaining their own University. The University shall grant its students with EU funds endowed by National Agency thorough European Comission under LLP.
6. Tasks and responsibilities shall be assigned to students (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives; appropriate equipment and support shall be provided by the host company…………………
7. Both parties agree to consult on the possibilities of collaboration on joint research activities and information exchange.
8. Exchange staff and students must abide by the laws of the host country and the rules and the regulations of the host institutions.
9. This letter of Intent becomes effective upon being signed by the representatives of the two parties.
10. This letter of Intent shall remain in effect for a period of one year unless either of the parties gives a three-month notice of intent to discontinue, without prejudice to current exchanges and activities.
11. Any article in this Letter of Intent may be amended or revised by the parties after consultation and mutual agreement. Any issue not mentioned in this Letter of Intent shall be resolved through agreement.
12. Nothing in this Letter of Intent shall be construed as creating any legal or financial relationship between the Parties.

Roles of Parties

University:

1.shall declare the available placement possibilities.

2.shall inform the applicants about the rules, conditions and the standards.

3.shall arrange EU grants to be given to the students.

Enterprise:

1.shall inform the students it accepts, about the procedures to ensure a clear internship period.

2.shall execute the negotiations with the applicants.

3.shall declare the students who have been found eligible.

4.shall help the students find accomodation.

5.shall ensure that students carry our full-time work.

6.shall help students return to their countries in case of emergency.

7.shall help students gather necessary information in order to complete the traning report.

Student Mobility(Placement):

Erasmus Subject Area: …………………………………Code:……………………………

Level of study: □ Undergraduate, □ Postgraduate, □ Doctoral

Country: ………………. Number of Students: Duration: (months/weeks)

Student Name/Surname:……………………………………………….

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**Company Mentor:** Signature/Seal /Date

Contact information (e-mail/phone/address):

**University Mentor:**  Signature/Seal/Date

Contact information(e-mail/phone/address):

**Head of Department: Erasmus Institutional Coordinator:**

 Lect.Oya ONALAN

Signature/Seal/Date Signature/Seal/Date