



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility



Inter-institutional agreement 2014-2020
between programme countries
[Minimum requirements]¹

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 ² (email, phone)	Website (eg. of the course catalogue)
Aachen University of Applied Sciences (FH AACHEN)	D AACHEN02	Kalverbenden 6 D- 52066 Aachen Tel: +49 (0)241 6009 50 Fax: +49 (0)241 6009 51090	www.fh-aachen.de
Department of International Affairs		Head of the Dept. of International Affairs & LLP ERASMUS Institutional Coordinator Ms Nathalie Kanj Robert-Schuman Str. 51 D-52066 Aachen Tel: +49 (0)241 6009 51018 Fax: +49 (0)241 6009 52829 kanj@fh-aachen.de	www.aaa.fh-aachen.de
Karabuk University	TR KARABUK01	Lect.Oya Onalan LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 Email :oyaonalan@karab uk.edu.tr	http://uluslararasi.karabuk.edu. tr/ects/default.aspx

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 September in the preceding academic year.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle ⁴	Number of student mobility periods ⁵
D AACHEN02	TR KARABUK01	529	Railway System Engineering	u&p	2 (12 months)
TR KARABUK01	D AACHEN02	529	Railway System Engineering	u&p	2 (12 months)
D AACHEN02	TR KARABUK01	582	Building and Civil Engineering	u&p	2 (12 months)
TR KARABUK01	D AACHEN02	582	Building and Civil Engineering	u&p	2 (12 months)

Staff Mobility for Teaching

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 ⁶
D AACHEN02	TR KARABUK01	529	Railway System Engineering	5
TR KARABUK01	D AACHEN02	529	Railway System Engineering	5
D AACHEN02	TR KARABUK01	582	Building and Civil Engineering	5
TR KARABUK01	D AACHEN02	582	Building and Civil Engineering	5

³ ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 1st: undergraduate, 2nd: master or 3rd: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility agreements The International School for Postgraduate Studies must be contacted.

⁵ Total number of months of the study period.

⁶ Total number of days of teaching periods or average duration

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 ⁷	Language of instruction 2 ⁷	Recommended language of instruction level ⁷	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D AACHEN02	German		B1	
TR KARABUK01	Turkish	English	B1 (if the courses are offered in English)	

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements⁸

Additional requirements at FH Aachen University of Applied Sciences

-/-

Additional requirements at

To be completed

⁷ 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>

⁸ 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]
D AACHEN02	May 31th	October 31th
TR KARABUK01	May 31th	October 31th

2. FH Aachen as receiving institution will send its decision within six weeks.

as receiving institution will send its decision within: *to be completed.*

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
D AACHEN02	September - February	March-August
TR KARABUK01	September-January	February-June

4. A Transcript of Records will be issued by FH Aachen as receiving institution no later than **five** weeks after the assessment period has finished at the receiving HEI.

A Transcript of Records will be issued by _____ as receiving institution no later than _____ weeks after the assessment period has finished at the receiving HEI ().

5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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 and examinations

University of Applied Sciences of Aachen grading system

(1) Course Unit Code:

Refer to the ECTS Course Catalogue

(2) Duration of course unit:

Y = 1 full academic year 2S = 2 semesters

1S = 1 semester 2T = 2 terms/ trimesters

1T = 1 term/trimester

(3) Grading:

a) Description of the institutional grading system

Grade	Description
1,0-1,3	Sehr gut (very good)
1,7-2,3	Gut (good)
2,7-3,3	Befriedigend (satisfactory)
3,7-4,0	Ausreichend (sufficient)
5,0	Mangelhaft (not sufficient, fail)

b) Grading distribution in the department or programme (please specify) (for this section please refer to ECTS Users' Guide, Annex 3)

(4) ECTS credits:

1 academic year = 60 credits

1 semester = 30 credits

1 term/ trimester = 20 credits

If the student does not pass all of his or her exams, and, therefore, does not achieve the required ECTS credits, he or she has the option of repeating the exam during the next examination period. The FH Aachen does not offer distance exams. Students must be physically present at the FH Aachen for all exams.

grading system

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	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		

To be completed

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)

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		

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
D AACHEN02	<p>Department of International Affairs Mrs. Katharina Heck Contact person for incoming students, Campus Aachen Phone: +49 241 6009 52845- Fax: +49 241 6009 52829 - Email: exchange-student@fh-aachen.de</p> <p>Department of International Affairs Mrs. Britta Ritzal Contact person for incoming students, Campus Jülich Phone: +49 241 6009 53290 - Fax: +49 241 6009 53252 - Email: exchange-student@fh-aachen.de</p>	<p>http://www.fh-aachen.de/en/university/department-of-international-affairs/international-students/visa-formalities-and-residence-permit/</p>
TR KARABUK01	<p>konsulat.koeln@mfa.gov.tr</p> <p>konsulat.muenchen@mfa.gov.tr</p> <p>konsulat.berlin@mfa.gov.tr</p>	<p>http://koln.bk.mfa.gov.tr</p> <p>http://munih.bk.mfa.gov.tr</p> <p>http://berlin.bk.mfa.gov.tr</p>

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
D AACHEN02	<p>Department of International Affairs Mrs. Katharina Heck Contact person for incoming students, Campus Aachen Phone: +49 241 6009 52845- Fax: +49 241 6009 52829 - Email:</p>	<p>http://www.fh-aachen.de/en/university/department-of-international-affairs/international-students/visa-formalities-and-residence-permit/</p>

	<p>exchange-student@fh-aachen.de</p> <p>Department of International Affairs Mrs. Britta Ritzal Contact person for incoming students, Campus Jülich Phone: +49 241 6009 53290 - Fax: +49 241 6009 53252 - Email: exchange-student@fh-aachen.de</p>	
TR KARABUK01		

FH Aachen: For non-EU students, a valid health insurance is required for enrolment and can be purchased after arrival in Germany, for approx. 70,00 € per month. A travel insurance for the first two weeks is recommended as the student health insurance only becomes valid after enrolment. EU-students are covered by their home health insurance. We will inform incoming students of cases in which insurance cover is not automatically provided.

4. Housing

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

FH Aachen will guide incoming students in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students will be provided with one offer for accommodation. If that offer is not suitable, students have to find an accommodation on their own. They will be provided with websites and can ask for help though. The rent is approximately between 250,00 € to 400,00 € per month. Usually, a deposit payment of up to a three-months-rent is required.

: To be completed



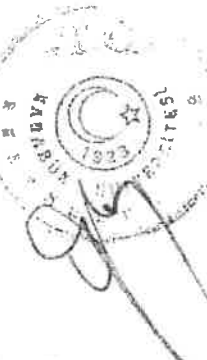

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D AACHEN02	<p>Department of International Affairs Mrs. Katharina Heck Contact person for incoming students, Campus Aachen Phone: +49 241 6009 52845 - Fax: +49 241 6009 52829 - Email: exchange-student@fh-aachen.de</p> <p>Department of International Affairs Mrs. Britta Ritzal Contact person for incoming students, Campus Jülich Phone: +49 241 6009 53290 - Fax: +49 241 6009 53252 -</p>	<p>http://www.fh-aachen.de/en/university/department-of-international-affairs/international-students/exchange-students/</p>

	Email: exchange-student@fh-aachen.de	
TR KARABUK01		<p>http://www.altinkalemkarabuk.com/iletisim.html</p> <p>http://www.cebioglugrup.com/tr/contact/</p> <p>Girls:</p> <p>http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu</p> <p>http://karabukevim.com/?page_id=8</p> <p>https://plus.google.com/108928705950560992220/about?gl=tr&hl=tr</p> <p>https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr</p> <p>http://beyazincisafranbolu.com/index.php?islem=iletisim</p> <p>http://www.karabukcelebikizyurdu.com/iletisim.html</p> <p>http://www.ayvazlaryurt.com/iletisim.asp</p> <p>Boys:</p> <p>http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu</p> <p>https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr</p> <p>https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr</p> <p>http://www.pansiyonadres.com/iletisim.html</p> <p>https://plus.google.com/108641637779944114075/about?gl=tr&hl=tr</p> <p>http://www.adayurt.com/iletisim.html</p>

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

Institution [Erasmus code]	Name, function	Date	Signature ⁹
D AACHEN 02	Ms. Nathalie Kanj Head Dept. of International Affairs & LLP ERASMUS Institutional Coordinator	18/11/13	 
TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator	13 NOV 2013	 

⁹ Scanned signatures are accepted