



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021 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 ² (email, phone)	Website (eg. of the course catalogue)
Hochschule Wismar, University of Applied Sciences: Technology, Business and Design	D WISMAR01	Korinna.stubbe@hs-wismar.de Phone: +49 3841 753 7240	www.hs-wismar.de
Karabuk University	TR KARABUK01	Lect. Oya ÖNALAN International Relations Institutional Coordinator Phone: + 90 370 433 6687	http://ubys.karabuk.edu.tr/bologna/index-en.aspx

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

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

		Fax :+ 90 370 4336697 Email: oyaonalan@karabuk. edu.tr	
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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 January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code + [ISC ED]	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
D WISMAR01	TR KARABUK01	0410	Business	1 st cycle	2 students x 10 months	
			Business	2 nd cycle	2 students x 10 months	
TR KARABUK01	D WISMAR01	0410	Business	1 st cycle	2 students x 10 months	
			Business	2 nd cycle	2 students x 10 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.]

³ 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>)

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 *
D WISMAR01	TR KARABUK01	0410	Business	2 persons/10 days	
		141	Staff	2 persons/10 days	
TR KARABUK01	D WISMAR01	0410	Business	2 persons/10 days	
		141	Staff	2 persons/10 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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D WISMAR01		German	English	B2 German B2 English	B2 German B2 English
TR KARABUK01		Turkish	English	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁴ 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>

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]
D WISMAR01	End of June	End of November
TR KARABUK01	May31th	October31th

2. The receiving institution will send its decision within four weeks.
3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of three years. If neither organisation gives written notice to the other at least till 1st September 2016 (will only take effect as of 1st September 2017), the agreement shall be automatically extended for another three year period. 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

Grading Scale at Hochschule Wismar, University of Applied Sciences: Technology, Business and Design. The following scale is used for all types of evaluations/examinations:

1.0 ; 1.3	= very good	= an excellent performance
1.7 ; 2.0 ; 2.3	= good	= an above average performance
2.7 ; 3.0 ; 3.3	= fair	= an average performance
3.7 ; 4.0	= satisfactory	= a performance that, in spite of its shortcomings, still satisfies the minimum requirements
5.0	= unsatisfactory	= a performance that, because of its substantial

shortcomings, does not satisfy the minimum requirements

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Grades	Grading Equivalent 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	F1		
F	F2		
	F3		
	K		

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 fall the course. It is for non-credit courses.

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 WISMAR01	nara@hs-wismar.de phone: +49 3841 753 7390	http://www.hs-wismar.de/was/internationales/auslaendische-studenten/visabestimmungen/
TR KARABUK01	Res.Asst.M.Esad KULOĞLU mekuloglu@karabuk.edu.tr Phone: 00903704336687 - 2281	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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 WISMAR01	nara@hs-wismar.de Phone: +49 3841 753 7390	https://www.daad.de/deutschland/in-deutschland/regeln/de/8839-krankenversicherung/
TR KARABUK01	Res.Asst.M.Esad KULOĞLU mekuloglu@karabuk.edu.tr Phone: 00903704336687 - 2281	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

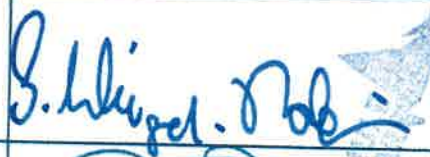

4. Housing

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
D WISMAR01	nara@hs-wismar.de phone: +49 3841 753 7390	http://www.studentenwerk-rostock.de/index.php?lang=en&mainmenu=6&submenu=110
TR KARABUK01	Res.Asst.M.Esad KULOĞLU mekuloglu@karabuk.edu.tr Phone: 00903704336687 - 2281	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
D WISMAR01	Prof. Dr. Bodo Wiegand- Hoffmeister, Rector	10.3. 2017	
TR KARABUK01	Prof. Dr. Refik Polat Rector		

⁵ Scanned signatures are accepted