



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2021

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 ¹ (email, phone)	Website (eg. of the course catalogue)
Karabuk University	TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalın@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
Architectural Institute in Prague	CZ PRAHA38	Olga Pexidrová Tel: +420 240 201 161 Email: olga.pexidrova@archip.eu	http://www.archip.eu/page/archip

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
TR KARABUK01	CZ PRAHA38	0731	Architecture and Town Planning	1 st	2persons*5:10 months	
				2 nd	2persons*5: 10 months	
CZ PRAHA38	TR KARABUK01	0731	Architecture and Town Planning	1 st	2persons*5:10 months	
				2 nd	2persons*5:10 months	

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 *
TR KARABUK01	CZ PRAHA38	0731	Architecture and Town Planning	2*5:10 days	2*5:10 days
CZ PRAHA38	TR KARABUK01	0731	Architecture and Town Planning	2*5:10 days	2*5:10 days

² 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>)

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		Turkish	English	B1 English	B2 English
CZ PRAHA38		English	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].

D. Additional requirements

TR KARABUK01:

Not Applicable

CZ PRAHA38:

Not Applicable

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
CZ PRAHA38	May31st	October31st

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.

³ 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>

F. Information

1. Grading systems of the institutions

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter	Grading	Grading
	Equivalent	in 100	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		

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	Grading	Grading	Letter	Grading	Grading
	Equivalent	in 100	in 4.00	Equivalent	in 100	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	

CZ PRAHA38

Successful students are classified on a scale of **A–E**, representing a percentage of the successful students as follows:

A – EXCELLENT – excellent performance, with small mistakes permitted

B – VERY GOOD – above, average performance, with mistakes

C – GOOD – average performance, with a number of discernible mistakes

D – SATISFACTORY – satisfactory performance, though lacking in many aspects

E – PASSABLE – performance just above the minimum required level

Failed students are classified as follows:

FX – FAILED – below acceptable level of effort or performance and additional work is required for a credit award

F – FAILED – significant and unacceptable lack of effort and/or performance. Significant effort is required for a credit award

The results of the study test are referred by the teaching ARCHIP member to the students' records maintained by the study department of ARCHIP.

Two extra attempts for exams and tests are available only for students who receive an **F** - to enable the course to be successfully completed.

F vs. FX

There are two failing grades: **F** and **FX**.

F means obvious (complete) failing- when a student has hardly attended classes has delivered no work or has not taken exams.

FX means that formal requirements (content and extent) were attempted, but the quality or amount of work was not sufficient to pass the course.

This also applies to the Architectural Design course. It is not enough to only attend classes, to follow formal requirements and to meet deadlines/milestones- this does not automatically guarantee that you will pass the course. The work submitted **MUST ALSO** be of a minimum, acceptable level of quality and has to be properly consulted and accepted by tutors. It is at the tutors' discretion to set and judge a minimum quality level that they can stand accept as sufficient. If F or FX is given as the final grade of the course, student has to take the course again following academic year.

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	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
CZ PRAHA38	Olga Pexidrová Tel: +420 240 201 161 Email: olga.pexidrova@archip.eu	

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	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
CZ PRAHA38	Olga Pexidrová Tel: +420 240 201 161 Email: olga.pexidrova@archip.eu	

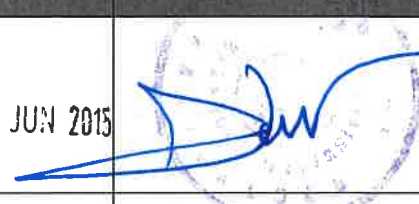

4. Housing

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	kerimtanis@karabuk.edu.tr	

CZ PRAHA38		
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR KARABUK01	Prof.Dr.Refik Polat Rector	30 JUN 2015	
CZ PRAHA38	<i>* REGINA LOUKOTOVA'</i> RECTOR	<i>05/05/15</i>	

⁴ Scanned signatures are accepted