



# Erasmus+ Programme



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

### Inter-institutional agreement 2014-21 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 (email, phone)	Website (eg. of the course catalogue)
<b>Czech University of Life Sciences Prague</b>	<b>CZ PRAHA02</b>	Kamýcká 129 165 21 Praha – Suchbát Czech Republic  <b>Erasmus Institutional Coordinator</b> Martina Vilimovská +420 224 38 20 71 vilimovska@rektorat.czu.cz	<a href="http://www.czu.cz">http://www.czu.cz</a>  ECTS Package/Course Catalogue: <a href="http://www.czu.cz/en/?r=4875">http://www.czu.cz/en/?r=4875</a>
<b>Karabuk University</b>	<b>TR KARABUK01</b>	Lect.Oya Önalán  LLP /International Relations Coordinator  Tel :+ 90 370 433 6687  Fax :+ 90 370 4336697  E-mail :oyaonalan@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

## B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [ISCED 2013]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
CZ PRAHA02	TR KARABUK01	041	Business and administration PEF	2 <sup>nd</sup>	1 person/ total 5 months	
		07	Engineering TF	1 <sup>st</sup> , 2 <sup>nd</sup>	2 persons/ total 10 months	
		082	Forestry FLD	1 <sup>st</sup> , 2 <sup>nd</sup>	2 persons/ total 10 months	
TR KARABUK01	CZ PRAHA02	041	Business and administration PEF	2 <sup>nd</sup>	1 person/ total 5 months	
		07	Engineering TF	1 <sup>st</sup> , 2 <sup>nd</sup>	2 persons/ total 10 months	
		082	Forestry FLD	1 <sup>st</sup> , 2 <sup>nd</sup>	2 persons/ total 10 months	

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED 2013]	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
CZ PRAHA02	TR KARABUK01	041	Business and administration PEF	1 person/ total 14 days	
		07	Engineering TF	1 person/ total 14 days	

		082	Forestry FLD	1 person/ total 14 days	
<b>TR KARABUK01</b>	<b>CZ PRAHA02</b>	041	Business and administration PEF	2 <sup>nd</sup>	1 person/ total 5 months
		07	Engineering TF	1 <sup>st</sup> , 2 <sup>nd</sup>	2 persons/ total 10 months
		082	Forestry FLD	1 <sup>st</sup> , 2 <sup>nd</sup>	2 persons/ total 10 months

### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>CZ PRAHA02</b>	All	English	Czech	B1	B2
<b>TR KARABUK01</b>	All	English	Turkish	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

Infrastructure to welcome students and staff with disabilities at CZ PRAHA02:

<http://www.czu.cz/en/?r=4896>

*To be added by Partner university.*

### E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
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<sup>1</sup> 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>

[Erasmus code]	[month]	[month]
<b>CZ PRAHA02</b>	15 June	15 November
<b>TR KARABUK01</b>	May31th	October31th

[\* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 6 weeks after the deadline.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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. The termination clauses must include the following disclaimer: "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

#### **CZ PRAHA02**

Local grade 1 = A (ECTS grade)  
 Local grade 2 = B (ECTS grade)  
 Local grade 3 = D (ECTS grade)  
 Local grade 4 = F (ECTS grade)  
 Local "Zápočet" = Credited / Passed \* = Student achievements in some subjects are not graded only "credited", where the student has attained a satisfactory level.

**TR KARABUK01:**

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

**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					
Letter Grades	Master's Degree			Doctorate's Degree		
	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 F3 K/E		F2 F3 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>CZ PRAHA02</b>	Jitka Malařáková +420 224 38 33 51 malatakova@rektorat.czu.cz	<a href="http://www.czu.cz/en/?r=957&amp;i=1673">http://www.czu.cz/en/?r=957&amp;i=1673</a> <a href="http://www.czu.cz/en/?r=1719">http://www.czu.cz/en/?r=1719</a>
<b>TR KARABUK01</b>	<a href="mailto:embassy.prague@mfa.gov.tr">embassy.prague@mfa.gov.tr</a>	<a href="http://prag.be.mfa.gov.tr/">http://prag.be.mfa.gov.tr/</a>

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
<b>CZ PRAHA02</b>	Jitka Malařáková +420 224 38 33 51 malatakova@rektorat.czu.cz	<a href="http://www.czu.cz/en/?r=957&amp;i=1673">http://www.czu.cz/en/?r=957&amp;i=1673</a> <a href="http://www.czu.cz/en/?r=1719">http://www.czu.cz/en/?r=1719</a>
<b>TR KARABUK01</b>		

## **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
<b>CZ PRAHA02</b>	Jitka Malatáková +420 224 38 33 51 malatakova@rektorat.czu.cz	<a href="http://www.czu.cz">www.czu.cz</a>
<b>TR KARABUK01</b>		<a href="http://www.altinkalemkarabuk.com/iletisim.html">http://www.altinkalemkarabuk.com/iletisim.html</a>  <a href="http://www.cebioglugrup.com/tr/contact/">http://www.cebioglugrup.com/tr/contact/</a>  Girls:  <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu</a>  <a href="http://karabukevim.com/?page_id=8">http://karabukevim.com/?page_id=8</a>  <a href="https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr">https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr</a>  <a href="https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr">https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr</a>  <a href="http://beyazincisafranbolu.com/index.php?islem=iletisim">http://beyazincisafranbolu.com/index.php?islem=iletisim</a>  <a href="http://www.karabukcelebikizyurdu.com/iletisim.html">http://www.karabukcelebikizyurdu.com/iletisim.html</a>  <a href="http://www.ayvazlaryurt.com/iletisim.asp">http://www.ayvazlaryurt.com/iletisim.asp</a>  Boys:  <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu</a>  <a href="https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr">https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr</a>  <a href="https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr">https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr</a>  <a href="http://www.pansiyonadres.com/iletisim.html">http://www.pansiyonadres.com/iletisim.html</a>  <a href="https://plus.google.com/108641637779944114075/about?gl=tr&amp;hl=tr">https://plus.google.com/108641637779944114075/about?gl=tr&amp;hl=tr</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>

<sup>2</sup> Scanned signatures are accepted

CZ PRAHA02	<b>Ing. Martina Vilimovská</b> Erasmus Institutional Coordinator	13. 12. 2013	
TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator	05 DEC 2013	