



Erasmus+ Programme

Inter-institutional agreement 2014/2015-2020/2021 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)	Karabuk University
Erasmus code	TR KARABUK01
Contact details¹ (email, phone)	Lect.Oya Önalán LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail : oyaonalan@karabuk.edu.tr
Website (eg. of the course catalogue)	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

Name of the institution (and department, where relevant)	University of Hradec Králové Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic
Erasmus code	CZ HRADEC01
Contact details (email, phone)	<u>Erasmus Institutional Coordinator</u> prof. RNDr. PhDr. Antonín Slabý, CSc. tel.: +420 493 332 512; email: antonin.slaby@uhk.cz <u>International Office – agreements</u> Ing. Veronika Měchurová tel.: +420 493 332 519; email: veronika.mechurova@uhk.cz <u>Departmental International Office – incomings</u> - Faculty of Informatics and Management Bc. Vendula Pourová

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

TR KARABUK01	CZ HRADEC01	41	Business and administration	1	5
CZ HRADEC01	TR KARABUK01	41	Business and administration	1	5
TR KARABUK01	CZ HRADEC01	61	Information and Communication Technologies (ICTs)	1	5
CZ HRADEC01	TR KARABUK01	61	Information and Communication Technologies (ICTs)	1	5

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]
TR KARABUK01		English		B1	B2
CZ HRADEC01		English		B1	B2

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

Information on infrastructure to welcome students and staff with disabilities:

CZ HRADEC01: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

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-ccfr>

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	May31th	October31th
CZ HRADEC01	31 May	30 November

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

No special regulations. However, in the event of unilateral termination, 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.

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

TR KARABUK01:

CZ HRADEC01: www.uhk.cz/studyAndExaminationRegulations (Article 15)

A grading scale is used to assess studies (numerical representation of verbal grading levels shown in parentheses): a) excellent (1), b) very good (2), c) satisfactory,(3), d) failed (4).

For more accurate evaluation of study and learning activities during the semester, a 100-point grading scale and the ECTS grading scale may be used, whereas the following applies:

points	grading	ECTS
100 to 90 points	excellent	A

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

89 to 70 points	very good	B (1.5), C (2)
69 to 50 points	satisfactory	D (2.5), E (3)
49 to 0 points	failed	F

TR KARABUK01:

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		

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 Grader)

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



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
TR KARABUK01		http://www.alemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu http://karabukeyim.com/?page_id=8 https://plus.google.com/108928705897560992220/about?gl=tr&hl=tr https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr http://beyazincisafraanbolu.com/index.php?islem=iletisim http://www.karabukcelebikizyurdu.com/iletisim.html http://www.ayvazlaryurt.com/iletisim.asp Boys: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu https://plus.google.com/101593924644974471698/about?gl=tr&hl=tr https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr http://www.pansiyonadres.com/iletisim.html https://plus.google.com/10864163779944114075/about?gl=tr&hl=tr
CZ HRADEC01	Bc. Vendula Pourová email: vendula.pourova@uhk.cz tel.: +420 493 332 210	http://www.uhk.cz/en-us/studium/information-for-incoming-students/accommodation/Pages/default.aspx

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KARABUK01	Lect.Oya Onalan LLP /International Relations Coordinator	16 DEC 2013	
CZ HRADEC01	prof. RNDr. PhDr. Antonín Slabý, CSc., Erasmus Institutional Coordinator	19.12.2013	 Univerzita Hradec Králové International Office Rokytanského 62, 500 03 Hradec Králové Czech Republic

⁶ Scanned signatures are accepted