



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014-2021

### 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 <sup>1</sup> (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 :oynaonalan@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ec/default.aspx">http://uluslararasi.karabuk.edu.tr/ec/default.aspx</a>
University of Business in Prague	CZ PRAHA12	<b>Erasmus Institutional Coordinator</b> PhDr. Mgr. Hana Romová, Spálená 1, 110 00 Praha 1, +420 224 056 009, romova@vso-praha.eu	<a href="http://www.vso.cz/">http://www.vso.cz/</a>

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

## B. Mobility numbers<sup>2</sup> 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 <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 *
TR KARABUK01	CZ PRAHA12	345	Tourism	1 <sup>st</sup>	2x 5 months	
CZ PRAHA12	TR KARABUK01	345	Tourism	1 <sup>st</sup>	2x 5 months	0

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 *
TR KARABUK01	CZ PRAHA12	345	Tourism	2 X 1 weeks (max)	2 x 1 week
CZ PRAHA12	TR KARABUK01	345	Tourism	2 X 1 weeks (max)	2 x 1 week

## 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:

<sup>2</sup> 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>

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English	Turkish	B1 English	B2 English
CZ PRAHA12		Czech	English	B1-B2 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

## 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 PRAHA12	June 15th	December 15rt

2. **LV RIGA09:** 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.

## F. Information

### 1. Grading systems of the institutions

#### **TR KARABUK01:**

<sup>3</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>

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			F2		
	F3			F3		
	K/E			K/E		

## University of Business in Prague

Czech Grading System		ECTS Grading System
1	Excellent	A
2	Very good	B
3	Good	C
4	Fail	D
5	Fail	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	Website for information
TR KARABUK01		<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
CZ PRAHA12	Student Office Mgr. Svobodová Spálená 14, CZ-110 00 Praha 1 Tel.: +42 02240 56077 svobodova@vso-praha.eu	<a href="http://www.vso.cz/">http://www.vso.cz/</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:

Institution [Erasmus code]	Contact details	Website for information
TR KARABUK01		<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
CZ PRAHA12	Student Office Mgr. Svobodová Spálená 14, CZ-110 00 Praha 1	<a href="http://www.vso.cz/">http://www.vso.cz/</a>


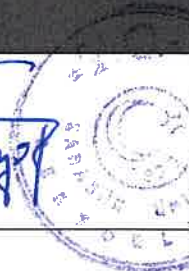

	Tel.: +42 02240 56077 svobodova@vso-praha.eu	
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**4. Housing** according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ PRAHA12	Student Office Mgr. Svobodová Spálená 14, CZ-110 00 Praha 1 Tel.: +42 02240 56077 svobodova@vso-praha.eu	<a href="http://www.vso.cz/">http://www.vso.cz/</a>
TR KARABUK01		<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>4</sup>
TR KARABUK01	Prof.Dr.Burhanettin Uysal Rector	04.04.2014	 
CZ PRAHA12	PhDr. Monika Kratochvílová Statutory Director ?	21.4.2014	

<sup>4</sup> Scanned signatures are accepted