



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Vysoká škola technická a ekonomická v Českých Budějovicích Institute of Technology and Business in České Budějovice	CZ CESKE04	Alžběta Troupová - coordinator Okružní 10, 370 01 České Budějovice, Czech Republic Tel : +420 387 842 131, Fax : +420 387 842 145, E-mail: erasmus@mail.vstecb.cz	www.vstecb.cz
Karabuk University	TR KARABUK01	Lect. Oya Onalan LLP/ International Relations Coordinator Balıklarkayasi 100.	www.karabuk.edu.tr

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Yil 78050 Karabuk/ Turkey Tel. + 90370 433 6687 Fax: + 90370 4336697 Email: oyaonalan@karabuk.ed u.tr	
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B. Mobility numbers⁵ 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]	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 *
	CZ CESKE04	0732	Building and civil engineering	1 st , 2 nd , 3 rd	50	
CZ CESKE04	TR KARABUK01	0732	Building and civil engineering	1 st , 2 nd , 3 rd	50	
TR KARABUK01	CZ CESKE04	041	Business and administration	1 st , 2 nd , 3 rd	50	
CZ CESKE04	TR KARABUK01	041	Business and administration <i>işletim</i>	1 st , 2 nd , 3 rd	50	

⁵ 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>)

TR KARABUK01	CZ CESKE04	104	Transport services <i>ulaştırma hizmetleri</i>	1 st , 2 nd , 3 rd	50	
CZ CESKE04	TR KARABUK01	104	Transport services	1 st , 2 nd , 3 rd	50	
TR KARABUK01	CZ CESKE04	0715	Mechanics and metal trades <i>mekanik</i>	1 st , 2 nd , 3 rd	50	
CZ CESKE04	TR KARABUK01	0715	Mechanics and metal trades	1 st , 2 nd , 3 rd	50	

[*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.]

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
				[total number of days of teaching periods or average duration *]	
TR KARABUK01	CZ CESKE04	0732	Building and civil engineering	3 weeks	3 weeks
CZ CESKE04	TR KARABUK01	0732	Building and civil engineering	3 weeks	3 weeks
TR KARABUK01	CZ CESKE04	041	Business and administration	3 weeks	3 weeks
CZ CESKE04	TR KARABUK01	041	Business and administration	3 weeks	3 weeks
TR KARABUK01	CZ CESKE04	104	Transport services	3 weeks	3 weeks
CZ CESKE04	TR KARABUK01	104	Transport services	3 weeks	3 weeks

TR KARABUK01	CZ CESKE04	0715	Mechanics and metal trades	3 weeks	3 weeks
CZ CESKE04	TR KARABUK01	0715	Mechanics and metal trades	3 weeks	3 weeks
TR KARABUK01	CZ CESKE04	023	Languages	3 weeks	3 weeks
CZ CESKE04	TR KARABUK01	023	Languages	3 weeks	3 weeks

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English	English	English: B1	English: B2
CZ CESKE04		English	Czech	A2	B1

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

[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:

⁶ 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR KARABUK 01	30 th May	30 th October
CZ CESKE04	15 th June	15 th December

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

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 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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:

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter Equivalent	Grading in 100	Grading in 4.00
	A	A1	90-100
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 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		

CZ CESKE04

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some minor errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

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
TR KARABUK0 1	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
CZ CESKE04	Erasmus@mail.vstecb.cz	http://www.mvcr.cz/mvcren/article/a-visa-for-a-stay-of-over-90-days-long-term.aspx?q=Y2hudW09Mg%3d%3d

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
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TR KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
CZ CESKE04	Erasmus@mail.vstecb.cz	www.vstecb.cz/insurance


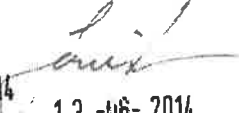
4. Housing

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	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
CZ CESKE04	Erasmus@mail.vstecb.cz	www.vstecb.cz/dormitories

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^a
TR KARABUK01	Lect. Oya ONALAN International Relations Office Coordinator		 01 JUN 2014
CZ CESKE04	Mgr. Lenka Hrušková, Ph.D. Vice-Rector for Studies and Pedagogical Activities of the Institute of Technology and Business in České Budějovice	13-06-2014	 13-06-2014

^a Scanned signatures are accepted

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