



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2017-2021

### 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 KARABU K01	Lect. Oya ÖNALAN International Relations Institutional Coordinator Phone: + 90 370 433 6687 Fax : + 90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	<a href="http://ubys.karabuk.edu.tr/bologna/index-en.aspx">http://ubys.karabuk.edu.tr/bologna/index-en.aspx</a>
EUROAKADEEMIA EUROACADEMY	EE TALLINN 16	<b>Dmitri Krasnov</b> <i>Erasmus Coordinator</i> Tondi 55, Tallinn 11316, ESTONIA Email: erasmus@euroakadeemia.ee Phone: +372 611 5874	<a href="http://euroakadeemia.ee/en/">http://euroakadeemia.ee/en/</a>

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

## B. Mobility numbers 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]	Subj ect area code * [ISC ED]	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 Traineeshi ps *
EE TALLINN16	TR KARABUK01	0212	Fashion, interior and industrial design	1 <sup>st</sup>	10 (2 x 5 months)	
TR KARABUK01	EE TALLINN16	0212	Fashion, interior and industrial design	1 <sup>st</sup>	10 (2 x 5 months)	
EE TALLINN16	TR KARABUK01	041	Business and administration	1 <sup>st</sup>	10 (2 x 5 months)	
TR KARABUK01	EE TALLINN16	041	Business and administration	1 <sup>st</sup>	10 (2 x 5 months)	

[\*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]	Subj ect area code * [ISC ED]	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 *
EE TALLINN16	TR KARABUK01	0212	Fashion, interior and industrial design	10 (2 x 5 days)	
TR KARABUK01	EE TALLINN16	0212	Fashion, interior and industrial design	10 (2 x 5 days)	
EE TALLINN16	TR KARABUK01	041	Business and administration	10 (2 x 5 days)	
TR KARABUK01	EE TALLINN16	041	Business and administration	10 (2 x 5 days)	

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</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
EE TALLINN16	English	Estonian/Russian	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

Receiving institution [Erasmus code]	Optional: additional requirements	Optional: additional information
TR KARABUK01		<a href="http://ubys.karabuk.edu.tr/bologna/index-en.aspx">http://ubys.karabuk.edu.tr/bologna/index-en.aspx</a>
EE TALLINN16		<a href="http://euroakadeemia.ee/en/erasmus/">http://euroakadeemia.ee/en/erasmus/</a>

### 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
EE TALLINN16	June 15	November 15

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.

<sup>2</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>



## F. Information

### 1. Grading systems of the institutions

#### TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Grades	Grading Equivalent 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	F1		
F	F2		
	F3		
	K		

G: Pass (Out of Grade)

Failing Grades:

**F1:** it is given to students who do not fulfil the requirements for attendance, and who do not have right to take the final or makeup examination, and thus its coefficient is zero.

**F2:** it is given to students who attend the classes regularly, but do not take the final or makeup examinations; its coefficient is zero.

**F3:** it is given to students, who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is below 50 or whose percentage of final grade is below 60; its coefficient is zero. It is also given to students who do not have right to take final or makeup examinations due to their inefficiency of practice.

**K/E:** it is given to students who fail the course. It is for non-credit courses.

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		

### Euroacademy grading system

EE TALLINN16

<http://euroakadeemia.ee/en/ects-guide/>

### ECTS grading scale

Grade	Description	% of successful students normally achieving the grade	% of knowledge
A (5)	excellent	10	91 – 100
B (4)	very good	25	81 – 90
C (3)	good	30	71 – 80
D (2)	satisfactory	25	61 – 70
E (1)	sufficient	10	51 – 60
F (0)	insufficient	–	0 – 50

## **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 [Erasmus code]</b>	<b>Contact details</b>	<b>Website for information</b>
TR KARABUK01	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a> +90 370 433 6687	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
EE TALLINN16	Admissions chief specialist Gertrud Kaljuvee <a href="mailto:gertrud.kaljuvee@euroakadeemia.ee">gertrud.kaljuvee@euroakadeemia.ee</a>	<a href="http://euroakadeemia.ee/en/residence-permit-and-registration/">http://euroakadeemia.ee/en/residence-permit-and-registration/</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 [Erasmus code]</b>	<b>Contact details</b>	<b>Website for information</b>
TR KARABUK01	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a> +90 370 433 6687	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
EE TALLINN16	Dmitri Krasnov <a href="mailto:erasmus@euroakadeemia.ee">erasmus@euroakadeemia.ee</a> Phone: +372 611 5874	<a href="http://euroakadeemia.ee/en/health-insurance/">http://euroakadeemia.ee/en/health-insurance/</a>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR KARABUK01	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a> +90 370 433 6687	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
EE TALLINN16	Dmitri Krasnov <a href="mailto:erasmus@euroakadeemia.ee">erasmus@euroakadeemia.ee</a> Phone: +372 611 5874	<a href="http://euroakadeemia.ee/en/students/erasmus/accommodation/">http://euroakadeemia.ee/en/students/erasmus/accommodation/</a> <a href="http://www.studyinestonia.ee/living/accommodation">http://www.studyinestonia.ee/living/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
TR KARABUK01	Prof. Dr. Refik Polat Rector	27.11.2017	
Erasmus code: EE TALLINN16 PIC code: 949404379	Prof. Jüri Martin Rector	13.10.2017	

<sup>3</sup> Scanned signatures are accepted