



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 ¹ (email, phone)	Website (eg. of the course catalogue)
KARABUK UNIVERSITY	TR KARABUK01	Lect. Oya Önalán International Relations Institutional Coordinator Phone: + 90 370 433 6687 Fax : + 90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
ISTITUTO EUROPEO DI DESIGN SPAIN	E MADRID 144	Clara Ares International Office – Erasmus Coordinator +34 914 480 444 c.ares@madrid.ied.es	http://modalab.iedmadrid.com/cursos/titulo-superior-en-diseno/ http://iedbarcelona.es/cursos/titulos-superiores/

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¹Contact 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
TR KARABUK01	E MADRID 144	214	Industrial Design	1 st , 2 nd	2*1 semester (12 months) as average duration	
E MADRID 144	TR KARABUK01	214	Product Design	1 st , 2 nd	2*1 semester (12 months) as average duration	

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration*]	
TR KARABUK01	E MADRID 144	214	Industrial Design	7 days of teaching period as average duration	7 days
E MADRID 144	TR KARABUK01	214	Product Design	7 days of teaching period as average duration	7 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]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English	Turkish	B1 English	B2 English
E MADRID 144		Spanish	Spanish English	B1 Spanish B1 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].

² 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>

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
E MADRID 144	June 15th	November 30th

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.

IED (E MADRID 144):

The students to be sent will be selected by the home institution in consultation with the host institution. The adjudication of grants to students is done by the sending institution.

IED has the appropriate infrastructure to welcome students and staff with disabilities. However it is important to make sure that IED is informed well in advance of the special needs of the exchange student or staff member.

Incoming students to IED are required to arrive without delay for the semester start and to participate in the mandatory exchange information meeting. Students are also expected to study the full semester, both electives and mandatory subjects according to learning agreement.

Incoming students to IED are required to bring their own laptop computer.

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		

IED Madrid, Barcelona

Mark	Explanation of the mark
10	Excellent
9	Very good
8	Good
7	Very satisfactory
6	Satisfactory
5	Pass
0, 1, 2, 3, 4	Fail

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	Adnan UCUR adnanucur@karabuk.edu.tr Phone: 00903704336687 - 2335 Fax:00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
E MADRID 144	IED Madrid c.ares@madrid.ied.es IED Barcelona r.oosterhoorn@bcn.ied.es	http://studentguide.es/en/information-about-ied-madrid/student-visa-for-spain/ http://studentcenter.iedbarcelona.es/

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	Adnan UCUR adnanucur@karabuk.edu.tr Phone: 00903704336687 - 2335 Fax:00903704336697	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
E MADRID 144	IED Madrid c.ares@madrid.ied.es IED Barcelona r.oosterhoorn@bcn.ied.es	http://studentguide.es/en/first-steps-in-madrid/health-care/ http://studentcenter.iedbarcelona.es/

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
TR KARABUK01	Adnan UCUR adnanucur@karabuk.edu.tr Phone: 00903704336687 - 2335 Fax:00903704336697	
E MADRID 144	IED Madrid c.ares@madrid.ied.es IED Barcelona r.oosterhoorn@bcn.ied.es	http://studentguide.es/en/first-steps-in-madrid/looking-for-accommodation/ http://studentcenter.iedbarcelona.es/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
TR KARABUK01	Prof. Dr. Refik Polat Rector	8/11/2016	
E MADRID 144	Riccardo Marzullo Director IED Spain	18/10/2016	

³ Scanned signatures are accepted