



Erasmus+ Programme

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

Inter-institutional agreement 2014-20 between programme countries

[Minimum requirements]¹

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 ² (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE CASTILLA-LA MANCHA	E CIUDA-R01	ori.cr@uclm.es Tel: +34 926 295321 Academiccontact: D ^a . Estrella Díaz Sánchez Estrella.Diaz@uclm.es Tel: +34926295300 Ext:6439	http://www.uclm.es/estudios/catalogo/en/grado.aspx www.uclm.es/ori
Karabuk University, Turkey	TR KARABUK01	Contact Person: Lect. Oya Önalán LLP/International Relations Coordinator Balıklarkayasi 100. Yil 78050 Karabük/ Turkey	

¹Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.



		Tel: +90 370 433 6687 Fax: +90 370 4336697 oyaonalan@karabuk.edu.tr Professor responsible for the mobility Assist. Prof Dr. Muhammed Belen Departmental coordinator Balıklarkayasi 100. Yil 78050 Karabük/ Turkey mbelen@karabuk.edu.tr	
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B. Mobility numbers³ 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 *
E CIUDA-R01	TR KARABUK 01	041	Business and administration	1 st	3 X 9 months (27)	
TR KARABUK 01	E CIUDA-R01	041	Business and administration	1 st	3 X 9 months (27)	

³ 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>)



[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E CIUDA-R01	TR KARABUK01	041	Business and administration	7	
TR KARABUK01	E CIUDA-R01	041	Business and administration	7	



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]
E CIUDA-R01		SPANISH	ENGLISH	B1	B2
TR KARABUK01		English	Turkish	B1 English	B2 English

* Teaching language at the UCLM is Spanish, if you are not fluent in Spanish, please contact academic coordinator for more information regarding this matter. In light of recent issues, we'd also like to point out that we do not require language certificates from our future incomings, but we do expect them to be able to follow lectures and administrative procedures. In their interest, please make sure they have a B1 level of Spanish or at least they are fluent in English in order to help them to get started in Ciudad Real.

⁴For 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>



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]

Universidad de Castilla – La Mancha has infrastructure to welcome students and staff with disabilities, more information at: <http://www.uclm.es/english/international.asp?op=7>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E CIUDA-R01	June 15	November 30
TR KARABUK01	May 31th	October 31th

[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 4 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

Universidad de Castilla – La Mancha: <http://www.uclm.es/english/ects.asp>

Spanish grading system, in a scale from 0 to 10, pass with 5.

9-10	Excellent
8-8.9	Very good
6.5-7.9	Good
5-6.4	Sufficient
0 to 4.9	Fail

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		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
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/english/international.asp?op=4
TR KARABUK01	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx



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
E CIUDAR01	ori.cr@uclm.es	http://www.uclm.es/english/international.asp?p=6
TR KARABUK01	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687 00903704336697	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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
E CIUDAR01	ori.cr@uclm.es	http://www.uclm.es/ori/estudiantes_internacionales/guia.asp#alojamiento
		http://www.altinkalemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu http://karabukevim.com/?page_id=8



TR KARABUK01		<p>https://plus.google.com/108928705950560992220/about?gl=tr&hl=tr</p> <p>https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr</p> <p>http://beyazincisafranbolu.com/index.php?islem=iletisim</p> <p>http://www.karabukcelebikizyurdu.com/iletisim.html</p> <p>http://www.ayvazlaryurt.com/iletisim.asp</p> <p>Boys:</p> <p>http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu</p> <p>https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr</p> <p>https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr</p> <p>http://www.pansiyonadres.com/iletisim.html</p> <p>https://plus.google.com/108641637779944114075/about?gl=tr&hl=tr</p>
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
E CIUDA-R01	Fátima Guadamillas Gomez Vice President for Academic Affairs and International Programs	01/11/14	 
TR KARABUK01	Oya Önalán oyaonalan@karabuk.edu.tr 00903704336687 00903704336697	13/11/14	

⁵Scanned signatures are accepted



Erasmus+ Programme

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

Inter-institutional agreement 2014-20 between programme countries

[Minimum requirements]¹

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.

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Karabuk University, Turkey	TR KARABUK01	Contact Person: Lect. Oya Önalın LLP/International Relations Coordinator Balıklarkayasi 100. Yil 78050 Karabük/ Turkey	

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			<p>Tel: +90 370 433 6687</p> <p>Fax: +90 370 4336697</p> <p>oyaonalan@karabuk.edu.tr</p> <p>Professor responsible for the mobility</p> <p>Assist. Prof Dr. Muhammed Belen</p> <p>Departmental coordinator</p> <p>Balıklar kayası 100. Yıl 78050 Karabük/ Turkey</p> <p>mbelen@karabuk.edu.tr</p>
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B. Mobility numbers³ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

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TR KARABUKO 1	E CIUDA-R01	041	Business and administration	7	



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

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Institution [Erasmus code]	Contact details (email, phone)	Website for information
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/english/international.asp?op=4

3. Insurance

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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
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/english/international.asp?op=6

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
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/ori/estudiantes_internacionales/guia.asp#alojamiento



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
E CIUDA-R01	Fátima Guadamillas Gomez Vice President for Academic Affairs and International Programs	22/04/14	  UNIVERSIDAD DE CASTILLA-LA MANCHA Oficina de Relaciones Internacionales Campus de Ciudad Real

⁵Scanned signatures are accepted