

# Erasmus+ Programme

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014-2021<sup>1</sup> 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	Erasmus code	Contact details <sup>2</sup>	Website
Public University Of Navarre	E PAMPLON02	Ms Josune Urzainki Mikeleiz Oficina de Relaciones Exteriores - Campus de Arrosadia 31006 Pamplona Spain Phone: 34948169643 Fax: 34948169641 Email: relext@unavarra.es	<a href="http://bit.ly/upna-international">http://bit.ly/upna-international</a> <a href="http://bit.ly/upna-catalogue">http://bit.ly/upna-catalogue</a>
Department of Bussines Admins.	E PAMPLON02	<b>Ignacio Contin</b> contin@unavarra.es	
Karabük University	TR KARABUK 01	<b>Lect. Oya Önalán</b> LLP/International Relations Coordinator Phone: +90 370 4336687 Fax: +90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	<a href="http://www.karabuk.edu.tr/EN/">http://www.karabuk.edu.tr/EN/</a> <a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

<sup>1</sup> Numbers of students exchange do not have to be exactly reciprocal each year, but it is intended to be balanced over the life of this agreement

<sup>2</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 January in the preceding academic year.

FROM	TO	Subject area code	Subject area name	Study cycle <sup>3</sup>	Number of student mobility periods	
					Number of Students	Mobility period + months total
TR KARABUK 01	E PAMPLON02	340	Business Studies	1 <sup>st</sup>	2	2*5=10 months
E PAMPLON 02	TR KARABUK 01	340	Business Studies	1 <sup>st</sup>	2	2*5=10 months
TR KARABUK 01	E PAMPLON02	314	Economics	1st	3	3*5=15 months
E PAMPLON 02	TR KARABUK 01	314	Economics	1st	3	3*5=15 months

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR KARABUK 01	E PAMPLON 02	314	Economics	2*5=10 hours	2*5=10 hours
E PAMPLON02	TR KARABUK 01	314	Economics	2*5=10 hours	2*5=10 hours

## C. Required/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 required language skills at the start of the study or teaching period:

<sup>3</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup> master or 3<sup>rd</sup>: PhD

Receiving institution	Language of instruction 1	Language of instruction 2	Required/recommended language of instruction level		For more details on the language of instruction requirements, see:
			Student Mobility for Studies	Staff Mobility for Teaching	
E PAMPLON 02	Spanish	English	B1	B2	
TR KARABUK 01	English		B1	B2	

\*To enter courses taught in Danish please find the requirements here:  
<http://www.ruc.dk/en/education/exchange-and-guest-students/admission-for-guest-students/requirements/>

#### D. Additional requirements/recommendations

E PAMPLON02: all useful information at

<http://bit.ly/upna-international>

<http://bit.ly/upna-catalogue>

#### E. Calendar

##### Semester/trimester system:

Receiving institution	Semester system	Trimester system	Academic calendar
E PAMPLON02	X		Semester 1. September 1 <sup>st</sup> to Mid-January Semester 2. Mid February to End June Please chek web for updates: <a href="http://bit.ly/upna-prac-info">http://bit.ly/upna-prac-info</a>
TR KARABUK 01	X		Semester 1. Mid-September- Mid January Semester 2. Mid-February to End June <a href="http://oidb.karabuk.edu.tr/en/defaulteng.htm#">http://oidb.karabuk.edu.tr/en/defaulteng.htm#</a>

1. Applications/information on nominated students must reach the receiving institution by<sup>4</sup>:

Receiving institution	Autumn term	Spring term
<b>E PAMPLON02</b>	June 15 th - University nomination. June 30th: Student application	October 15 th - University nomination. October 30th: Student application
<b>TR KARABUK 01</b>	Nomination: May 1 <sup>st</sup> Application: May 31st	Nomination: October 1st Application: October 31 <sup>st</sup>

2. The receiving institution will send its decision within 3 weeks after application deadline.
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.
4. Termination of the agreement

The Agreement may be renewed by mutual written consent prior to the expiration date.

This Agreement may be amended or modified at any time by the mutual written consent of both universities.

The Agreement may be terminated by either university at any time provided that the terminating university gives written notice of its intention at least twelve months prior to the termination date and that no activities already in progress are unduly affected by such termination.

In particular, the termination of this Agreement shall allow for any participating students who have commenced at either university before or at the date of the termination to complete their approved course of study.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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<sup>4</sup> To be adapted in case of a trimester system

## F. Information

### 1. Grading systems of the institutions

Institution	Grading system	Website for information
E PAMPLON02		<a href="http://bit.ly/upna-prac-info">http://bit.ly/upna-prac-info</a>
TR KARABUK 01		

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 F3 K/E			F2 F3 K/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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
E PAMPLON02	Nuria López. Email: relext@unavarra.es	<a href="http://bit.ly/upna-prac-info">http://bit.ly/upna-prac-info</a>
TR KARABUK 01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</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</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
E PAMPLON02	Nuria López. Email: relext@unavarra.es	<a href="http://bit.ly/upna-prac-info">http://bit.ly/upna-prac-info</a>
TR KARABUK 01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>


#### **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:

<b>Institution</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
E PAMPLON02	Josune Urzianki <a href="mailto:jurzainki@unavarra.es">jurzainki@unavarra.es</a>	<a href="http://bit.ly/upna-prac-info">http://bit.ly/upna-prac-info</a>
TR KARABUK 01	Kerim TANIŞ Tel: +903704336687 <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a>	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

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

<b>Institution [Erasmus code]</b>	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>5</sup></b>
E PAMPLON02	<b>Mr Javier Casalí</b> Vice-rectorate of International Relations and ooperation	18.12.2013	
TR KARABUK 01	Lect. Oya ÖNALAN International Relations Office Coordinator	30.01.2014	

<sup>5</sup>Scanned signatures are accepted