



**esap**  
escola superior  
artística do porto

# 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 KARABUK01	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>
ESCOLA SUPERIOR ARTISTICA DO PORTO	P PORTO08	Juan Toboso International Relations Institutional Coordinator Phone: +351 22339 21 30 Fax: +351 22 339 21 35 E-mail: <a href="mailto:erasmus@esap.pt">erasmus@esap.pt</a>	<a href="http://www.esap.pt">http://www.esap.pt</a>

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<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]	Subject area code * [ISCED D]	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 Traineeship *	
TR KARABUK01	P PORTO08	0213	Fine arts	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (18 months) (= sum)	0
P PORTO08	TR KARABUK01	0213	Fine arts	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (18 months) (= sum)	0
TR KARABUK01	P PORTO08	0730	Architecture	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (18 months) (= sum)	0
P PORTO08	TR KARABUK01	0730	Architecture	1 <sup>st</sup> , 2 <sup>nd</sup>	2 (18 months) (= sum)	0

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED D]	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 *	
TR KARABUK01	P PORTO08	0213	Fine arts	1 X 8 hours	To be defined
P PORTO08	TR KARABUK01	0213	Fine arts	1 X 8 hours	To be defined
TR KARABUK01	P PORTO08	0730	Architecture	1 X 8 hours	To be defined
P PORTO08	TR KARABUK01	0730	Architecture	1 X 8 hours	To be defined

## 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:

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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
P PORTO08	Portuguese	-----	Portuguese B1	Portuguese 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>
P PORTO08	<ul style="list-style-type: none"> <li>• Applications procedures and important information for students regarding registration/study plan (learning agreement) criteria must be consulted on EASP's webpage: <a href="http://www.esap.pt">www.esap.pt</a></li> <li>• About our school infrastructure conditions to welcome students and staff with disabilities, please contact our Erasmus Coordination Office.</li> </ul>	

<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>

## 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
P PORTO08	May 31 <sup>st</sup>	November 15 <sup>th</sup>

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.

## 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		



## P PORTO08:

P Porto08	Numerical Scale (grade)	ECTS scale	Definition
	19-20	A	Excellent
	17-18	B	Very good
	14-15-16	C	Good
	12-13	D	Satisfied
	10-11	E	Sufficient
	0-9	F	Insufficient (Failed)

## 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	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>
P PORTO08	International Relations/Erasmus Office <a href="mailto:erasmus@esap.pt">erasmus@esap.pt</a>	ESAP's Erasmus Office suggests the consultation of the following website source:  Portuguese Foreigners Service: <a href="http://sef.pt/portal/v10/EN/asp/page.aspx">http://sef.pt/portal/v10/EN/asp/page.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:

Institution [Erasmus code]	Contact details	Website for information
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>
P PORTO08	International Relations/Erasmus Office	ESAP's Erasmus Office suggests the consultation of the following website source:

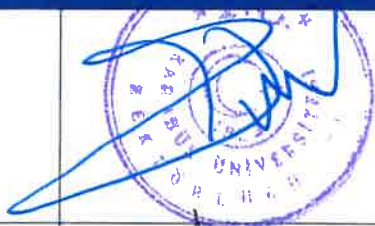
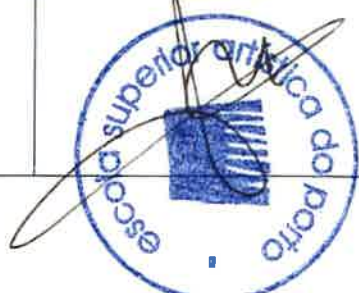
	<a href="mailto:erasmus@esap.pt">erasmus@esap.pt</a>	European Commission about EHIC Card: <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a>
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#### **4. Housing**

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	International Relations Office <a href="mailto:erasmus@karabuk.edu.tr">erasmus@karabuk.edu.tr</a> +90 370 433 6687	<a href="http://uiuslararasi.karabuk.edu.tr/ects/default.aspx">http://uiuslararasi.karabuk.edu.tr/ects/default.aspx</a>
P PORTO 08	ESAP's Students Association <a href="mailto:Esap.ae@gmail.com">Esap.ae@gmail.com</a>	<a href="http://www.esap.pt">www.esap.pt</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		
P PORTO08	<b>Juan Toboso,</b> Erasmus Coordinator		

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