



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITÉCNICO DE TOMAR	P TOMAR01	Maria Catroga International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:ori@ipt.pt">ori@ipt.pt</a> <a href="mailto:c.catroga@ipt.pt">c.catroga@ipt.pt</a>	<a href="http://www.ori.ipt.pt">http://www.ori.ipt.pt</a> t

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Karabuk University	TR KARABUK 1	Lect. Oya Onalan LLP/ International Relations Coordinator Balikiarkayasi 100. Yil 78050 bKarabuk/ Turkey Tel. + 90370 433 6687 Fax: + 90370 4336697 Email: oyaonalan@karabuk.ed u.tr	
--------------------	--------------------	--	--

### B. Mobility numbers<sup>5</sup> 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	St ud y cy cle [sh ort cycl e, 1 <sup>st</sup> / 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
P TOMAR01	TR KARABUK 01	521	Mechanical Engineering	1st	2 students x 5 months = 10	

<sup>5</sup> 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>)

TR KARABUK 01	P TOMAR01	521	Mechanical Engineering	1st	2 students x 5 months = 10 ✓
P TOMAR01	TR KARABUK 01	521	Machine Engineering	1st	2 students x 5 months = 10 ✓
TR KARABUK 01	P TOMAR01	521	Machine Engineering	1st	2 students x 5 months = 10 ✓
P TOMAR01	TR KARABUK 01	54	Production Engineering	1st	2 students x 5 months = 10 ✓
TR KARABUK 01	P TOMAR01	54	Production Engineering	1st	2 students x 5 months = 10 ✓
P TOMAR01	TR KARABUK 01	529	Mechatronic Engineering	1st	2 students x 5 months = 10 ✓
TR KARABUK 01	P TOMAR01	529	Mechatronic Engineering <i>Mekatronik</i>	1st	2 students x 5 months = 10 ✓
P TOMAR01	TR KARABUK 01	21	Painting	1st	2 students x 5 months = 10 ✓
TR KARABUK 01	P TOMAR01	21	Painting	1st	2 students x 5 months = 10 ✓
P TOMAR01	TR KARABUK 01	34	Business and Management	1st	2 students x 5 months = 10 ✓
TR KARABUK 01	P TOMAR01	34	Business and Management	1st	2 students x 5 months = 10 ✓

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b>	<b>Staff Mobility for Training</b> *
				<i>[total number of days of teaching periods or average duration *]</i>	
P TOMAR01	TR KARABUK 01	521	Mechanical Engineering	1 person x 5 days	1 person x 5 days
TR KARABUK 01	P TOMAR01	521	Mechanical Engineering	1 person x 5 days	1 person x 5 days
P TOMAR01	TR KARABUK 01	529	Mechatronic Engineering	1 person x 5 days	1 person x 5 days
TR KARABUK 01	P TOMAR01	529	Mechatronic Engineering	1 person x 5 days	1 person x 5 days
P TOMAR01	TR KARABUK 01	21	Painting	1 person x 5 days	1 person x 5 days
TR KARABUK 01	P TOMAR01	21	Painting	1 person x 5 days	1 person x 5 days
P TOMAR01	TR KARABUK 01	34	Business and Management	1 person x 5 days	1 person x 5 days
TR KARABUK 01	P TOMAR01	34	Business and Management	1 person x 5 days	1 person 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]	Optional ; Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P TOMAR01		Portuguese	English	English: B1	English: B2
TR KARABUK 01		English	English	English: B1	English: 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

**P TOMAR01:** The candidates with disabilities can only be accepted after the consultation with the International Relations Office of IPT

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P TOMAR01	Preferably the previous Semester	Preferably the previous Semester
TR KARABUK 01	30 <sup>th</sup> May	30 <sup>th</sup> October

2. The receiving institution will send its decision within 2/3 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

The involved institutions may agree on the procedure of modifying or terminating the bilateral agreement. In case of unilateral modification or termination, a written notice

<sup>6</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>

of at least one academic year ahead will be given. 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

**P TOMAR01:** <http://www.orl.ipt.pt>

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### **TR KARABUK01:**

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	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		

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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 below 50 or whose percentage of final grade is below 60, 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.

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					
	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		

## 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
P TOMAR01	International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">www.gri.ipt.pt</a>
TR KARABUK01	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>

### 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
P TOMAR01	International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">http://www.gri.ipt.pt</a>
TR KARABUK01	Kerim TANIŞ Tel: +903704336687 <a href="mailto:kerimtanis@karabuk.edu">kerimtanis@karabuk.edu</a>	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>



	.tr	
--	-----	--

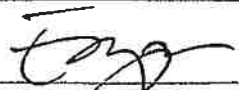
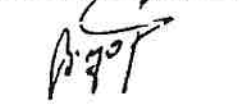
#### 4. Housing

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 n [Erasmus code]	Contact details (email, phone)	Website for information
P TOMAR01	International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">http://www.gri.ipt.pt</a>
TR KARABUK01	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)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
P TOMAR01	Eugénio Almeida, President		
TR KARABUK01	Prof. Dr. Burhanettin UYSAL Rector	01.01. 2014	

<sup>8</sup> Scanned signatures are accepted