



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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)
POLYTECHNIC INSTITUTE OF GUARDA	P GUARDA01	Prof. Pedro Alexandre Nogueira Cardão Vice President and Institutional Erasmus Coordinator Av. Dr. Francisco Sá Carneiro, 50 6300-559 Guarda (Portugal) E-mail: gmc@ipg.pt Phone: + 351 271 220 105 Fax: +351 271 222 690	www.ipg.pt (Student Guide)
KARABUK UNIVERSITY	TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail : oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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]	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	Student Mobility for Traineeship S *
					[total number of months of the study periods or average duration*]	
P GUARDA01	TR KARABUK01	1014	Sports	1 st , 2 nd	1 semester (5 months) as average duration	
TR KARABUK01	P GUARDA01	1014	Sports	Short cycle, 1 st	1 semester (5 months) as average duration	

[*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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
P GUARDA01	TR KARABUK01	1014	Sports	2 teachers 7 days of teaching period as average duration	2 staff 7 days
TR KARABUK01	P GUARDA01	1014	Sports	2 teachers 5 days of teaching period as average duration	2 staff 5 days

² 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>

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P GUARDA01	TR KARABUK01	Portuguese	Some subjects may be taught in English	A2 in Portuguese B1 in English	B1 in English
TR KARABUK01	P GUARDA01	Turkish	EN	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].

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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

Karabuk University: see: <http://uluslararasi.karabuk.edu.tr/hayatboyu/en/index.htm>

P GUARDA01: may welcomes students and staff with disabilities, however **all arrangements must be discussed in advance.**

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 GUARDA01	May	November
TR KARABUK01	31 st May	30 th September

³ 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>

2. The receiving institution will send its decision within 2 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.
4. Termination of the agreement

In case of need the agreement can be modify for the next academic year. In the event of unilateral termination, a notice of at least one academic year should 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 GUARDA01: will provide the statistical distribution of grades according to the description in the ECTS user's guide as well as the quantitative and qualitative institutional grading system.

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		
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 GUARDA01	International Relations Office Email: gmc@ipg.pt Phone: +351 271 220 105	http://twintwo.ipg.pt/webapps/portal/frameset.jsp
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

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 GUARDA01	International Relations Office Email: gmc@ipg.pt Phone: +351 271 220 105	http://twintwo.ipg.pt/webapps/portal/frameset.jsp
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

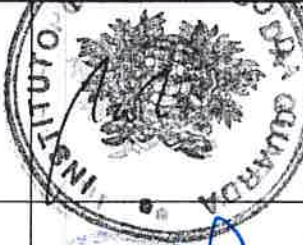
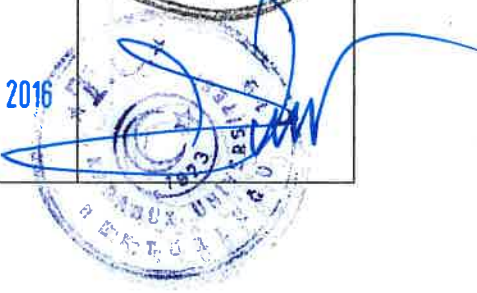
4. Housing

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 [Erasmus code]	Contact details (email, phone)	Website for information
P GUARDA01	International Relations Office Email: gmc@ipg.pt Phone: +351 271 220 105 or Social Services: Dra. Isabel Calçada Email: isabelcalcada@ipg.pt Phone: +351 271 208 097	http://twintwo.ipg.pt/webapps/portal/frameset.jsp
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
P GUARDA01	Prof. Pedro Alexandre Nogueira Cardão Vice President and Institutional Erasmus Coordinator	18/03/2016	
TR KARABUK01	Prof. Dr. Refik Polat Rector	07 APR 2016	

⁴ Scanned signatures are accepted