



**KARABUK**  
UNIVERSITY



# Erasmus+ Programme

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

## Inter-institutional agreement 2016-20[21] 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 (email, phone)	Website (eg. of the course catalogue)
<b>Karabuk University</b>	TR KARABUK01	<b>Erasmus+ /International Relations Coordinator</b> Lect. Oya Önalın E-mail: oyaonalın@karabuk.edu.tr Tel: + 90 370 433 6687 Fax: + 90 370 4336697	<a href="http://www.karabuk.edu.tr">www.karabuk.edu.tr</a>
<b>Erasmus Office</b>		<b>International Relations Office</b> <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>
<b>University "Dunarea de Jos" of Galati</b>	RO GALATI01	<b>Institutional Coordinator:</b> Assoc. Prof. Steluta STAN <a href="mailto:steluta.stan@ugal.ro">steluta.stan@ugal.ro</a> +40 336 130 203 <b>Mobility Coordinator:</b> Prof. Dan SCARPETE <a href="mailto:dan.scarpete@ugal.ro">dan.scarpete@ugal.ro</a> +40 336 130 159	<b>University home page</b> <a href="http://www.en.ugal.ro/">http://www.en.ugal.ro/</a> <b>Course Catalogue</b> <a href="http://www.en.ugal.ro/studii/erasmus/course-catalogue">http://www.en.ugal.ro/studii/erasmus/course-catalogue</a>

<b>Faculty of Engineering</b> Str. Domneasca nr. 111 800201 Galati, Romania	<b>Academic contacts:</b> <b>Mechanical &amp; Environmental Engineering</b> Assoc. Prof. Krisztina UZUNEANU <a href="mailto:kristina.uzuneanu@ugal.ro">kristina.uzuneanu@ugal.ro</a> +40 745 958 023 <b>Automotive Engineering</b> Prof. Dan SCARPETE <a href="mailto:dan.scarpete@ugal.ro">dan.scarpete@ugal.ro</a> +40 336 130 159	<b>Faculty of Engineering</b> <a href="http://www.ing.ugal.ro/">http://www.ing.ugal.ro/</a>
<b>Erasmus Office</b> Str. Domneasca nr. 47 800008 Galati, Romania Fax: +40 236 461 353	<b>Contact Person:</b> Mrs. Bianca Elena DAMCIUC <a href="mailto:erasmus@ugal.ro">erasmus@ugal.ro</a> +40 756 063 672	

## 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 [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 <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 Traineeships
RO GALATI01	TR KARBUK01	0715	Mechanics and metal trades	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	-
		0712	Environmental protection technology	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	-
		0716	Motor vehicles	1 <sup>st</sup>	10 = 2 students x 5 months	-
		0239	Translation and Interpretation	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	
		0239	English Language and Literature	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	
		0410	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	
TR KARBUK01	RO GALATI01	0715	Mechanics and metal trades	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	-
		0712	Environmental protection technology	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	-
		0716	Motor vehicles	1 <sup>st</sup>	10 = 2 students x 5 months	-

		0239	Translation and Interpretation	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	
		0239	English Language and Literature	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	
		0410	Business and Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	10 = 2 students x 5 months	

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 *
RO GALATI01	TR KARBUK01	0715	Mechanics and metal trades	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0712	Environmental protection technology	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0716	Motor vehicles	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0239	Translation and Interpretation	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0239	English Language and Literature	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0410	Business and Administration	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
TR KARBUK01	RO GALATI01	0715	Mechanics and metal trades	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0712	Environmental protection technology	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0716	Motor vehicles	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0239	Translation and Interpretation	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0239	English Language and Literature	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 days)
		0410	Business and Administration	2-5 days (1 staff x 2-5 days; 8 hrs of teaching/week)	2-5 days (1 staff x 2-5 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English		B1	B2
RO GALATI01		Romanian	English	B1 (English)	B2 (English)

**RO GALATI01:** English, only for tutoring

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

#### TR KARABUK01:

All incoming students must be nominated by their home institution before the deadline date. Application forms and documents need to be forwarded to International office by our deadline dates. Karabuk University can arrange support to students/staff with disabilities, please contact office for details.

#### RO GALATI01:

**Students:** The sending institution should send a nomination letter (name, e-mail, area of study, period of study) to the Erasmus Office ([erasmus@ugal.ro](mailto:erasmus@ugal.ro)) prior to the nomination deadline. An invitation will be released upon home university request.

Application forms are available on the website

<http://www.en.ugal.ro/studii/erasmus/incoming-students>

Signed forms must be sent by e-mail to: [erasmus@ugal.ro](mailto:erasmus@ugal.ro)

Students must arrive at least 3 days before the academic year/semester starts, but not during the weekends.

Students in Bachelor and Master study programs are allowed to attend courses of maximum 63 credits/academic year and 33 credits/semester.

<sup>1</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>

**Staff:** Teaching and non-teaching staff should send ([dan.scarpete@ugal.ro](mailto:dan.scarpete@ugal.ro)) their Teaching or Training Programme prior to their arrival at the University "Dunarea de Jos" of Galati. An invitation will be released upon staff request.

**Disabled Students and Staff** are welcome.

## 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	Nomination: May 1 <sup>st</sup> Application: May 31 <sup>st</sup>	Nomination: October 1 <sup>st</sup> Application: October 31 <sup>st</sup>
RO GALATIO1	Nomination: 15 June Application: 15 July	Nomination: 15 December Application: 15 January

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 **5** weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

*In the event of unilateral 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

#### **RO GALATIO1:**

Marks from 1 to 10 (1-4=Fail; 5-10=Pass)

The value of local credits corresponds to ECTS credits.

#### **TR KARABUK01:**

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			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
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>
RO GALATI01	<a href="mailto:erasmus@ugal.ro">erasmus@ugal.ro</a> +40 756 063 672	<a href="http://www.en.ugal.ro/studii/erasmus/incoming-students/visa">http://www.en.ugal.ro/studii/erasmus/incoming-students/visa</a>

### **RO GALATI01:**

Students from the non-European Union countries need visa to enter Romania. Within 15 days after their arrival, they need to register within Immigration Office, providing a proof of sufficient funding and health insurance coverage. Students will be assisted to prepare their registration in order to get their residence permit.

## 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
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>
RO GALATI01	<a href="mailto:erasmus@ugal.ro">erasmus@ugal.ro</a> +40 756 063 672	<a href="http://www.en.ugal.ro/studii/erasmus/incoming-students/insurance">http://www.en.ugal.ro/studii/erasmus/incoming-students/insurance</a>

### **RO GALATI01:**

Students should have a valid Health Insurance.



#### 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
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>
RO GALATI01	<a href="mailto:erasmus@ugal.ro">erasmus@ugal.ro</a> +40 756 063 672	<a href="http://www.en.ugal.ro/studii/erasmus/incoming-students/accommodation-erasmus">http://www.en.ugal.ro/studii/erasmus/incoming-students/accommodation-erasmus</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR KARABUK01	<b>Lect. Oya Önalın</b> Erasmus+/International Relations Coordinator	02-10-2017	
RO GALATI01	<b>Prof. Dan SCARPETE</b> Erasmus+ Mobility Coordinator		

<sup>2</sup>Scanned signatures are accepted