



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2014-2021

### 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)
UNIVERSITY OF LJUBLJANA  FACULTY OF NATURAL SCIENCES AND ENGINEERING	SI LJUBLJA 01	Institutional coordinator: Assist.Prof. Dr. Matjaz Knap  Faculty Of Natural Sciences And Engineering Askerceva 12 1000 ljubljana Tel. +386(0)1 200 04 19 fax ++386(0)1 470 45 60  email: matjaz.knap@omm.ntf.uni-lj.si	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/">http://www.uni-lj.si/international_cooperation_and_exchange/</a>
KARABUK UNIVERSITY	TR KARABUK 01	Lect. Oya Onalan 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>

## B. Mobility numbers<sup>2</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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
SI LJUBLJA 01	TR KARABUK 01	543	Materials and Metallurgy Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4*5=20 months	3
				1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>		
TR KARABUK 01	SI LJUBLJA 01	543	Materials and Metallurgy Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4*5=20 months	3
				1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>		

\* Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

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
SI LJUBLJA 01	TR KARABUK01	543	Materials and Metallurgy Engineering	2*5=10 hours	2*5=10 hours
TR KARABUK01	SI LJUBLJA 01	543	Materials and Metallurgy Engineering	2*5=10 hours	2*5=10 hours

<sup>2</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>)

## 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>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
TR KARABUK01		English		B2	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

*[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]*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term <sup>3</sup> [month]	Spring term <sup>3</sup> [month]
SI LJUBLJA01	May 15	November 15
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>

- The receiving institution will send its decision within 4 weeks.
- 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.

<sup>3</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>

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. The termination clauses must include the following disclaimer: "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

SI LJUBLJA01

[http://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/incoming\\_students/](http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

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	
	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
SI LJUBLJA01	Incoming: intern.office@uni-lj.si Tel: 00 3861 2418592 Outgoing: student.office@uni-lj.si Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
TR KARABUK 01	Kerim TANIS 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	Incoming: intern.office@uni-lj.si Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
TR KARABUK 01	Kerim TANIS 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	Incoming: intern.office@uni-lj.si Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_relations/">http://www.uni-lj.si/international_relations/</a>
TR KARABUK 01	Kerim TANIS 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>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
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<sup>4</sup> Scanned signatures are accepted

SI LJUBLJA01	Prof. dr. Petra Eva Forte Tavčer Dean of the Faculty of Natural Sciences and Engineering	28-03-2014	 
TR KARABUK01	Lect. Oya ÖNALAN International Relations Office Coordinator	27/03/2014	