



# Erasmus+ Programme

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

### Inter-institutional agreement 2015-2021 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)
POLYTECHNIC OF ZAGREB	HR ZAGREB05	<b>Erasmus coordinator</b> Prof. Sonja Zentner Pilinsky, Ph.D. E-mail: sonja.zentner@tvz.hr Phone: +385 1 5603 935 Fax: +385 1 5603 999	<a href="http://www2.tvz.hr/en/erasmus/">http://www2.tvz.hr/en/erasmus/</a>
KARABUK UNIVERSITY	TR KARABUK01	Lect. Oya Önalın <b>LLP /International Relations Coordinator</b> Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail : oyaonalın@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

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

## B. Mobility numbers<sup>2</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]	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 *
HR ZAGREB05	TR KARABUK01	0715	Mechanics and Metal work	1 <sup>st</sup> , 2 <sup>nd</sup>	10 months (2 students x 5 months as average duration)	12 months (2 students x 6 months)
		0715	Electronics and automations			
		0688	Computer Science			
TR KARABUK01	HR ZAGREB05	0715	Mechanics and Metal work	1st, 2nd	10 months (2 students x 5 months as average duration)	12 months (2 students x 6 months)
		0714	Electronics and automations			
		0688	Computer Science			

[\*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	

<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>

*duration <sup>3]</sup>*

HR ZAGREB05	TR KARABUK01	0715	Mechanics and Metal work	7 days of teaching period as average duration	7 days
		0715	Electronics and automations		
		0688	Computer Science		
TR KARABUK01	HR ZAREB05	0715	Mechanics and Metal work	7 days of teaching period as average duration	7 days
		0715	Electronics and automations		
		0688	Computer Science		

### 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]
HR ZAREB05	All	Croatian	English	B2 English	B2 English/
TR KARABUK01	All	EN	Turkish	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].

<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>

## D. Additional requirements

HR ZAGREB05: Polytechnic of Zagreb has the infrastructure to welcome students and staff with disabilities.

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

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAREB05	31 May	30 November
TR KARABUK01	31 <sup>st</sup> May	30 <sup>th</sup> September

2. The receiving institution will send its decision within 2 weeks (4 weeks for student traineeship).
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

**HR ZAGREB05:**

#### **Croatian Grading System**

- 5 = izvrsan (excellent)
- 4 = vrlo dobar (very good)
- 3 = dobar (good)
- 2 = dovoljan (satisfactory)
- 1 = nedovoljan (fail)

**TR KARABUK01:**

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter	Grading	Grading
	Equivalent	in 100	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	Grading	Grading	Letter	Grading	Grading
	Equivalent	in 100	in 4.00	Equivalent	in 100	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
HR ZAGREB05	Vida Senci, Erasmus administrator <a href="mailto:vida.senci@tvz.hr">vida.senci@tvz.hr</a> phone: +385 1 560 39 365 cell phone: +385 99 266 88 43	<a href="http://www.tvz.hr/en/erasmus/dolazna-mobilnost/">http://www.tvz.hr/en/erasmus/dolazna-mobilnost/</a>
TR KARABUK01	Kerim Tanış <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</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
HR ZAGREB05	Vida Senci, Erasmus administrator <a href="mailto:vida.senci@tvz.hr">vida.senci@tvz.hr</a> phone: +385 1 560 39 365 cell phone: +385 99 266 88 43	<a href="http://www.tvz.hr/en/erasmus/dolazna-mobilnost/">http://www.tvz.hr/en/erasmus/dolazna-mobilnost/</a>
TR KARABUK01	Kerim Tanış <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</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
HR ZAGREB05	Vida Senci, Erasmus administrator <a href="mailto:vida.senci@tvz.hr">vida.senci@tvz.hr</a> phone: +385 1 560 39 365 cell phone: +385 99 266 88 43	<a href="http://www.tvz.hr/en/erasmus/dolazna-mobilnost/">http://www.tvz.hr/en/erasmus/dolazna-mobilnost/</a>
TR KARABUK01	Kerim Tanis <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a>	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
HR ZAGREB05	Prof. Slavica Čosović Bajić, Ph.D. Dean	2.3.2016	
TR KARABUK01	Prof. Dr. Refik Polat Rector	09-03-2016	

Klasa: 602-04/16-22/01

Ur.broj: 251-375-19-16-30

<sup>4</sup> Scanned signatures are accepted