



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

Inter-institutional¹ agreement 2020-2022²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
KARABUK UNIVERSITY	TR KARABUK01	Lect. Oya ÖNALAN International Relations Institutional Coordinator +90 370 418 8049 oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

University of the Witwatersrand, Johannesburg (WITS)	Pic number: 998014086	<p>Dr Mahomed Moolla Head: Internationalisation and Strategic Partnerships Faculty or area: Research, Postgraduate Affairs and Strategic Partnerships Email address: Mahomed.Moolla@wits.ac.za Phone number: +27 (0)11 717 9731</p> <p>Mrs Alison Simons Research Manager Faculty or area: Internationalisation and Strategic Partnerships (Research, Postgraduate Affairs and Strategic Partnerships) Email address: Alison.Simons@wits.ac.za Phone number: +27 (0)11 717 4307</p>	www.wits.ac.za
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B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISC ED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * [Not relevant]
TR KARABUK01	998014086 Johannesburg	071	Engineering and engineering trades	1 st 2 nd 3 rd	4x5 months 4x5 months	-

⁷ 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>)



998014086 Johannesburg	TR KARABUK01	071	Engineering and engineering trades	1 st 2 nd 3 rd	4x5 months 4x5 months	-
TR KARABUK01	998014086 Johannesburg	041 0	business and administration	1 st 2 nd 3 rd	4x5 months 4x5 months	-
998014086 Johannesburg	TR KARABUK01	041 0	business and administration	1 st 2 nd 3 rd	4x5 months 4x5 months	-

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

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 *
TR KARABUK01	998014086 Johannesburg	071	Engineering and engineering trades	2x7 days	2x7 days
998014086 Johannesburg	TR KARABUK01	071	Engineering and engineering trades	2x7 days	2x7 days
TR KARABUK01	998014086 Johannesburg	0410	business and administration	2x7 days	2x7 days
998014086 Johannesburg	TR KARABUK01	0410	business and administration	2x7 days	2x7 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:

[Handwritten signature]

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01	071 0410	English	Turkish	B1	B2
998014086 Johannesburg	071 0410	English	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

⁸ 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>

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. 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 including cultural preparation before mobility; the recognition tools used]

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

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TR KARABUK01	May 31st	October 31st
998014086 Johannesburg	First semester (January to June)	Second Semester (July to December)
	Nomination: 1 October Application: 31 October Registration: 1 February (for studies beginning in the first semester (February – June) of the following year.)	Nomination: 10 April Application: 30 April Registration: 1 July (for studies beginning in the second semester (July – November) of the same year.)
	Bachelor and Master students Mobilities need to coincide with WITS teaching blocks https://www.wits.ac.za/students/academic-matters/term-dates/2020/ PhD Students and Staff by mutual agreement, mobilities need to occur within teaching blocks	

[to be adapted in case of a trimester system]*

2. Both institutions will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the institutions no later than 5 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 decision to terminate the agreement from either side should be given with a notice of one academic year, ie the decision to discontinue the exchanges should be notified by 1 September 2018 and take effect as of 1 September 2019. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. 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.]

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

TR KARABUK01:

ECTS SYSTEM	KBU GRADING SYSTEM		
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Grades	Grading Equivalent in 100	Grading in 4.00
A	AA	90-100	4,00
A	AB	86-89	3,75
B	BA	81-85	3,33
B	BB	76-80	3,00
C	BC	70-75	2,75
C	CB	65-69	2,33
D	CC	60-64	2,00
D	CD	57-59	1,75
E	DC	54-56	1,33
E	DD	50-53	1,00
F	FF	0-49	0,00
	F1		
	F2		
	G		
	K		
	M		

ECTS SYSTEM	KBU GRADING SYSTEM					
Letter Grades	Master's Degree			Doctorate's Degree		
	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		

G: Pass (Out of Grade)

Failing Grades:

F1: it is given to students who do not fulfil the requirements for attendance, and who do not have right to take the final or makeup examination, and thus its coefficient is zero. **F2:** it is given to students who attend the classes regularly, but do not take the final or makeup examinations; its coefficient is zero. **F3:** it 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; its 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. **K/E:** it is given to students who fail the course. It is for non-credit courses.

University of the Witwatersrand:

Credit Conversion Guidelines – based on the Wits System

Please be advised that the university is unable to provide a direct conversion of the Wits credit system into either the European Credit Transfer System (ECTS) or the Grade Point Average (GPA). This document merely serves as a guideline.

Wits Credit – Rating System

The South African National credit rating system rates 10 notational study hours as equivalent to one credit. Credits represent a measure of all the learning activities engaged in by the student and include, among other, contact time, self-study, Work Integrated Learning (WIL) assignments, projects and examinations. Certificate, Diploma, Bachelor's degree and Bachelor of Honours degree qualification types assume a 30 week full time academic year. Master's degree and Doctoral qualification types assume a 45 week full time academic year. An average full time equivalent student is expected to study for a 40 hour week, thus requiring minimum credit load of 120 credits per academic year for Certificates, Diplomas, and Bachelor's degrees and 180 credits per academic year for Master's degrees and Doctorates. On average, there are four 45 minutes lectures per week, per course. Attendance of tutorials and practicals is usually compulsory.

Wits Grading System (as reflected on academic transcripts)

Class	Wits Percentage	Code
Fail	0% to 49%	F
Third	50% to 59%	D
Second	60% to 69%	C
Upper Second	70% to 74%	B
First	75% and over	A

Credit Conversion Guidelines – based on the Wits System

<https://www.wits.ac.za/media/migration/files/cs-38933-fix/migrated-pdf/pdfs-10/Credit%20Conversion%20Guidelines.pdf>

Notwithstanding the above, the recognition of credits or grades obtained by a student at a receiving institution will be subject to the normal rules, regulations, policies, procedures and standing orders of that student's sending/home institution.

<https://www.wits.ac.za/media/wits-university/students/academic-matters/documents/EBE%202019%20Rules%20and%20Syllabuses.pdf>

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 or city]	Contact details (email, phone)	Website for information
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TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 418 8049	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
998014086 Johannesburg	Email: studysa.international@wits.ac.za Phone: +27 11 717 1054	Students require a study visa for exchanges longer than 90 days. http://www.wits.ac.za/media/wits-university/study/international/documents/Exchange%20Registration%20Clearance%20Requirements.pdf http://www.wits.ac.za/internationalstudents/

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 or city]	Contact details (email, phone)	Website for information
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 418 8049	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
998014086 Johannesburg	Email: studysa.international@wits.ac.za Phone: +27 11 717 1054	Students require South African Medical Aid Cover with a registered South African Medical Aid Provider for exchanges longer than 90 days. https://www.wits.ac.za/internationalstudents/immigration-information/ 'Click' on Medical Aid Requirements CompCare Wellness Medical Scheme http://www.studentplan.co.za student@universal.co.za + 27 861 222 777 or +27 11 867 4450 Momentum Health http://www.ingwehealth.co.za studenthealth@momentum.co.za +27 860 102 493 or +27 (0)12 671 8511 http://www.wits.ac.za/internationalstudents/

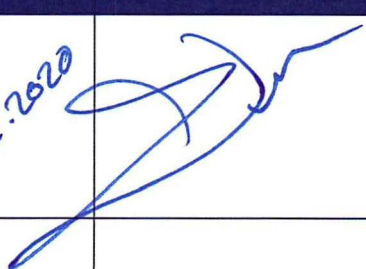

4. Housing

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 or city]	Contact details (email, phone)	Website for information
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 418 8049	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
998014086 Johannesburg	Email: studysa.international@wits.ac.za @ Phone: +27 11 717 1054	https://www.wits.ac.za/accommodation/ http://www.wits.ac.za/internationalstudents/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
Karabuk University, Turkey	Rector Prof. Dr. Refik POLAT	06.02.2020	
University of the Witwatersrand, Johannesburg (WITS)	Professor Joao Rodrigues Acting Deputy Vice-Chancellor : Research and Postgraduate Affairs	21 Sept 2020	

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation