|  |  |
| --- | --- |
|  | C:\Users\dell\Desktop\untitled.png |

**Erasmus+ Programme**

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

**Inter-institutional agreement 2018 – 2020/21**

**Higher Education Student and Staff Mobility**

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]](#footnote-1)  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| **Karamanoğlu Mehmetbey University** | **TR KARAMAN01** | **Ms. Nezahat EKİCİ**  Asst. Prof.  Erasmus Institutional Coordinator  +903382262081  erasmus@kmu.edu.tr  Yunus Emre Yerleşkesi 70100 Karaman / Türkiye  Erasmus Office  Lecturer UĞUR AYGÜN  erasmus@kmu.edu.tr  +903382262000/5084 | http://kmu.edu.tr/en/default.aspx  http://kmu.edu.tr/erasmus/en  http://kmu.edu.tr/dib |
|  |  |  |  |

**B. Mobility numbers**[[2]](#footnote-2) **per academic year**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | [***Subject area code \** [ISCED]**](http://erasmus.kmu.edu.tr/userfiles/files/LIST_OF_SUBJECT_AREA__-_CODES_ISCED_-.pdf) | ***Subject area name \**** | ***Study cycle [short cycle, 1st , 2nd or 3rd] \**** | **Number of student mobility periods** |  |
| Student Mobility for Studies  *[total number of months of the study periods or average duration\*]* | |
| **TR KARAMAN01** |  |  |  |  |  | |
|  | **TR KARAMAN01** |  |  |  |  | |

*[\*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  *[total number of days of teaching periods or average duration \*]* | *Staff Mobility for Training \** |
| **TR KARAMAN01** |  |  |  |  |  |
|  | **TR KARAMAN01** |  |  |  |  |

**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***](http://erasmus.kmu.edu.tr/userfiles/files/LIST_OF_SUBJECT_AREA__-_CODES_ISCED_-.pdf) | **Language of instruction 1** | **Language of instruction 2** | **Recommended language of instruction level**[[3]](#footnote-3) | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| **TR KARAMAN01** |  | Turkish | English | B1 English | B1 English |
|  |  |  |  |  |  |

For more details on the language of instruction recommendations, see the course catalogue of each institution.

**D. Additional requirements**

TR KARAMAN01: Incoming students must follow the procedure published at the following web page:

http://erasmus.kmu.edu.tr/en/anamenu.aspx?ayrinti=94

**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 KARAMAN01** | 1 July | 1 December |
|  |  |  |

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

2. The receiving institution will send its decision within **3** 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

This agreement can be terminated at any time by mutual consent. In the event of unilateral termination, 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 of one given year will only take effect as of 1 September of the next year. 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**

**TR KARAMAN01:**

|  |  |  |  |
| --- | --- | --- | --- |
| **GRADE POINTS** | **EVALUATION** | **COEFFICCIENT** | **PERCENTAGE** |
| A | Excellent | 4 | 90-100 |
| B | Very Good | 3,5 | 85-89 |
| C | Good | 2,5 | 75-84 |
| D | Satisfactory | 2 | 70-74 |
| E | Sufficient | 1,5 | 60-69 |
| FX | Fail | 0 | 50-59 |
| F | Fail | 0 | 0-49 |
| DZ | Not Attended | 0- |  |
|  |  |  |  |

**YT :** Satisfactory, but not included in CGPA.

**YZ:** Unsatisfactory, but not included in CGPA.

**MU:** Exempt, is given fo r the qualification obtained formal and / or informal education before the

attendance of the program, but not included in CGPA.

**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 KARAMAN01** | Mr. Uğur Aygün  +903382262000 / 5084  erasmus@kmu.edu.tr | http://kmu.edu.tr/en/default.aspx  http://kmu.edu.tr/erasmus/en  http://kmu.edu.tr/dib |
|  |  |  |

**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.

|  |  |  |
| --- | --- | --- |
| **Institution  [Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| **TR KARAMAN01** | Mr. Uğur Aygün  +903382262000 / 5084  erasmus@kmu.edu.tr | http://kmu.edu.tr/en/default.aspx  http://kmu.edu.tr/erasmus/en  http://kmu.edu.tr/dib |
|  |  |  |

**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 KARAMAN01** | Mr. Uğur Aygün  +903382262000 / 5084  erasmus@kmu.edu.tr | http://kmu.edu.tr/en/default.aspx  http://kmu.edu.tr/erasmus/en  http://kmu.edu.tr/dib |
|  |  |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature**[[4]](#footnote-4) |
| **TR KARAMAN01** |  |  |  |
|  |  |  |  |

1. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-1)
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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-2)
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> [↑](#footnote-ref-3)
4. Scanned signatures are accepted [↑](#footnote-ref-4)