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**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**  **(Erasmus Institutional Coordinator and Departmental Coordinator)** |  |
| **Website (eg. Of the course catalogue)** | **Exchange Students:**  **Course Catalogue:**  **Department page:** |
| **Name of the institution (and department, where relevant)**  **Erasmus code** | **KIRKLARELI UNIVERSITY**  **(TR KIRKLAR01)** |
| **Contact details**  **(Erasmus Institutional Coordinator and Departmental Coordinator)** | **Erasmus Institutional Coordinator:**  Asst. Prof. Dr. Özen ÖZER  Kirklareli University Kayali Kampusu Kofcaz Yolu Uzeri Erasmus Office 39000  Kirklareli / TURKEY  Phone: +90 288 212 69 52 Fax: +90 288 212 23 59  E-mail: ozenozer@klu.edu.tr  **Departmental Coordinator:** |
| **Website (eg. Of the course catalogue)** | **Exchange Students:** <http://erasmus.klu.edu.tr/Pages/3-student-mobility-for-studies.klu>  **Course Catalogue:** <http://obs.kirklareli.edu.tr/oibs/bologna/fak_prog_sec.aspx>  **Department page:** |

**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, 1st , 2nd or 3rd]*** | **Number of student mobility periods** | |
| Student Mobility for Studies  *[total number of months of the study periods or average duration\*]* | *Student Mobility for Traineeships* |
| TR KIRKLAR01 |  |  |  |  | 2 sts x 10 months |  |
|  | TR KIRKLAR01 |  |  |  | 2 sts x 10 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* |
| TR KIRKLAR01 |  |  |  | 2 persons x 1 week | 2 persons x 1 week |
|  | TR KIRKLAR01 |  |  | 2 persons x 1 week | 2 persons x 1 week |

**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[[1]](#footnote-1)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
|  |  |  |  |  |  |
| TR KIRKLAR01 |  | TURKISH | ENGLISH | B1:  English/Language of instruction | B2:  English/Language of instruction |

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

**D. Additional requirements**

**E. Calendar**

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

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
|  |  |  |
| TR KIRKLAR01 | **Application deadline**:  1st June | **Application deadline**:  1st December |

2. The receiving institution will send its decision within **2** 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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**

**TR KIRKLAR01; the following scale is used for all types of evaluations/examinations:**

**Official website for the scale is:**

<http://erasmus.klu.edu.tr/dosyalar/birimler/erasmus/dosyalar/dosya_ve_belgeler/Official%20Documents/senato-karari-ects-local-grade.pdf>

|  |  |  |  |
| --- | --- | --- | --- |
| **ECTS grades** | **Meaning** | **Kirklareli University Local Grade** | **Turkish scale** |
| **A** | (excellent) | AA | 4.00 |
| **B** | (very good) | BA - BB | 3.5 - 3.00 |
| **C** | (good) | CB - CC | 2.5 - 2.00 |
| **D** | (satisfactory) | DC | 1.50 |
| **E** | (sufficient) | DD | 1.00 |
| **FX/F** | (fail) | FD - FF | 0.00 |

**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 KIRKLAR01 | E-mail:  [erasmus@klu.edu.tr](mailto:erasmus@klu.edu.tr)  Tel. +90 288 212 69 52 | <http://erasmus.klu.edu.tr/Pages/3-student-mobility-for-studies.klu> |

**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 KIRKLAR01 | E-mail:  [erasmus@klu.edu.tr](mailto:erasmus@klu.edu.tr)  Tel. +90 288 212 69 52 | <http://erasmus.klu.edu.tr/Pages/3-student-mobility-for-studies.klu> |

**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 KIRKLAR01 | E-mail:  [erasmus@klu.edu.tr](mailto:erasmus@klu.edu.tr)  Tel. +90 288 212 69 52 | <http://erasmus.klu.edu.tr/Pages/3-student-mobility-for-studies.klu> |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[2]](#footnote-2)** |
|  |  |  |  |
| TR KIRKLAR01 | **Prof. Dr. Bülent ŞENGÖRÜR**  Vice Rector |  |  |

1. 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-1)
2. Scanned signatures are accepted [↑](#footnote-ref-2)