



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018/2019- 2020/2021² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Bolu Abant İzzet Baysal University	TR BOLU01	Institutional Coordinator: Prof. Dr. Aydın HİM aydinhim@ibu.edu.tr Departmental Coordinator: Contract Promoter: Assoc. Prof. Dr. Cevher ALTUĞ altug_c@ibu.edu.tr	http://www.ibu.edu.tr/tr https://erasmus.ibu.edu.tr/en/ http://bologna.ibu.edu.tr/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

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

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Administrative contact person: Özlem Yelda DİLMEN Erasmus Office odilmen@ibu.edu.tr	Courses for exchange students: http://bologna.ibu.edu.tr/erasmus/
Charles University Faculty of Science Department of Biochemistry	CZ PRAHA07	Institutional coordinator : RNDr. Dagmar Chalupová, Ph.D. ERASMUS Coordinator at Faculty of Science dagmar.chalupova@natur.cuni.cz Departmental coordinator (Biochemistry) : Mgr. Jan Bláha Ph.D. jan.blaha@natur.cuni.cz +420 221951272 Administrative contact person: Kateřina Tesaříková Erasmus office at Faculty of Science Na Slupi 16, Prague 2, 12843 katerina.tesarikova@natur.cuni.cz	http://www.cuni.cz/UK-928.html http://is.cuni.cz/studium/eng/predmety/index.php http://www.cuni.cz/UK-2047.html

B. Mobility numbers⁵ 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 September 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 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 *
TR BOLU01	CZ PRAHA07	421	Biochemistry	1 st , 2 nd	2/10	1/10
CZ PRAHA07	TR BOLU01	421	Biochemistry	1 st , 2 nd	2/10	1/10

[*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 BOLU01	CZ PRAHA07	421	Biochemistry	2/16	0
CZ PRAHA07	TR BOLU01	421	Biochemistry	2/16	0

⁵ 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR BOLU01		English		B1	B2
CZ PRAHA07		English	Czech	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

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 BOLU01	Nomination: 30 May Application: 15 June	Nomination: 30 September Application: 30 October
CZ PRAHA07	June 15 th	October 31 st

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

2. The receiving institution will send its decision within 6 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.

⁶ 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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to 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

For information on grading at CZ PRAHA07, please visit:
<https://www.natur.cuni.cz/eng/study/erasmus/courses/>

Grading System at BAIBU:

For each course, the student is given one of the following grades by the course instructor. The letter grades, grade points and percentage equivalents are given below:

Percentage	Letter Grades	Grade Points	ECTS Grades
90-100	AA	4.00	A
85-89	BA	3.50	B
80-84	BB	3.00	B
75-79	CB	2.50	C
65-74	CC	2.00	C
60-64	DC	1.50	D
55-69	DD	1.00	E
50-54	FD	0.50	FX
49 and below	FF	0.00	F

Other Grades: I: Incomplete, S: Satisfactory Completion, P: Satisfactory Progress, U: Unsatisfactory, X: Exempt, NI: Not Included, W: Withdrawn, NA: Not Attended

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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 BOLU01	BAIBU Erasmus Office erasmus@ibu.edu.tr	The students are recommended to apply to embassies/consulates for student visa procedures in their home countries. If they stay longer than 3 months, they must apply for residence permit in Turkey. https://www.evisa.gov.tr/en/ http://erasmus.ibu.edu.tr/index.php?lang=en
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

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 BOLU01	BAIBU Erasmus Office	The University provides general health examination in its facilities but the students must have general health insurance for treatment and medicine and to apply for residence permit.
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2045.html

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
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TR BOLU01	Gölköy Campus erasmus@ibu.edu.tr	The Office provides assistance in finding accommodation.
CZ PRAHA07	erasmus@ruk.cuni.cz +420 224 491 710	http://www.cuni.cz/UK-2073.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR BOLU01	Prof. Dr. Aydın HİM Erasmus Institutional Coordinator	22.9.2019	
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	25.9.2019	

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