Erasmus İkili Anlaşması Nasıl Hazırlanır?

ERASMUS İKİLİ ANLAŞMASI NEDİR?
Erasmus İkili Anlaşması, iki yükseköğretim kurumunun öğretim elemanı, öğrenci ve personel değişimlerini gerçekleştirmek için fakülteler ve bölümler bazında yaptığı anlaşmadır.

Anlaşma Yapmak İçin Gereklı İşlemler

Dear Professor

As the Erasmus+ Departmental Coordinator of department at KTO Karatay University, I would like to invite your institution to establish a Bilateral Agreement in the field(s) of starting from the academic year

In 2009, KTO Karatay University has been awarded with Erasmus+ University Charter for participating European educational program. Therefore our university have been searching for new partners for co-operation in EU and CEEC in the context of Erasmus.

Before going into the mobility agreement proposal, I would like to give a brief introduction about our university and the region where the university is located.

Since 2009, as a young and dynamic university, KTO Karatay University has targeted to become one of the most successful and popular universities in Turkey with almost 4500 students and about 261 faculty members in 7 faculties and 3 postgraduate schools. Our campus is situated in Karatay, a central district in Konya. This area includes faculty buildings, indoor/outdoor facilities as well as many other socio-cultural activity centers (for more Information, please visit our website: http://www.karatay.edu.tr and http://www.karatay.edu.tr/erasmus). Despite its short history, KTO Karatay University hosts today a large number of courses. We aim to establish our international relations with successful departments of universities worldwide.

Konya is a city in Central Anatolia in Turkey, it is one of the ten most populous cities in Turkey and as of 2011 the metropolitan municipality had a population of 1.1 million, only 1,5 hours from the country's capital city, Ankara, and 2.5 hours from Antalya, one of the tourism capitals of Turkey and the world. Konya known as the city of whirling dervishes and for its outstanding Seljuk architecture as well as full of peace that embeds tolerance seeds wavy into the hearts of the people.

The teaching activity is organized along two semesters (14-week terms). In general the first semester (fall semester) begins in the middle of September and ends late into January. The second semester (spring semester) normally begins in late February and lasts until late May. Examinations are held at the end of every semester. There are two semester breaks winter break (February) and Summer break (from July to October). No teaching takes place during these terms.

The modules and lectures are generally conducted in Turkish at the university. English is, however, indispensable in the international scientific arena; therefore, a solid English teaching program is included. English textbooks are usually included as official teaching materials of individual courses.

However, some modules are available both in English and in Turkish for foreign students and a specific support program can be provided related to their language difficulties. As a beginning, we would like to propose the training and teaching staff mobility in addition to student mobility for the academic year. The exchange program may include 1 or 2 teaching/training staff for a week (8 hours of lectures during the week) and 2-3 student teaching/training mobility. I would like to add that our university could arrange accommodation at the campus for this period.

KTO Karatay University, department of extends a warm welcome to students coming to study here under the Erasmus+ programme. Many of students will be some distance from home and we will do our best to ensure that their stay with us will be academically rewarding and socially enjoyable. Every year we host several exchange students at our faculty coming from a wide variety of backgrounds and cultures and do much to enhance and enrich life at our faculty. We hope exchange students will find the experience to be challenging, as well as satisfying and educationally productive.
KTO Karatay University is offering the following courses for the academic year 2016-2017:

- Undergraduate courses in the department of __________________ (4 years 160 ECTS credits)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>ECTS Credit</th>
<th>Course Description</th>
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<tbody>
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</tbody>
</table>

- Graduate courses in the department of __________________ (2 years 160 ECTS credits)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>ECTS Credit</th>
<th>Course Description</th>
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</tbody>
</table>

I hope this message would lead to the beginning of a new relationship towards a productive and delightful cooperation between our universities. If you are interested in signing a Bilateral Agreement with KTO Karatay University, I will be very pleased to receive your reply and discuss the details. Attached is a draft of Bilateral Agreement. Please review the BA and if you accept our offer, feel free to make any changes on it.

Thank you in advance for your attention to this matter.

Best regards,

Title Name-Surname

**Correspondence Information:**

KTO Karatay University Department of __________________
Akabe District Alaaddin Kap Street 130 42020 Karatay-Konya/TURKEY

Direct phone line: 00 90 332 444 1251 / ext: ______
Fax: 00 90 332 202 00 44
E-mail: @karatay.edu.tr and erasmus@karatay.edu.tr
Web site: http://www.karatay.edu.tr/erasmus/
Erasmus Code: TR KONYA02
Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2020
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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details² (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARTNER UNIVERSITY</td>
<td>Erasmus Institutional Coordinator&lt;br&gt;Name: …&lt;br&gt;e-mail: …&lt;br&gt;Phone: …&lt;br&gt;Adress: …</td>
<td>Erasmus Departmental Coordinator&lt;br&gt;Name: …&lt;br&gt;e-mail: …&lt;br&gt;Phone: …</td>
<td>Erasmus Website: …&lt;br&gt;Course Catalog: …</td>
</tr>
</tbody>
</table>

¹ Inter-institutional agreements can be signed by two or more higher education Institutions
² Contact details to reach the senior officer in charge of this agreement and of its possible updates.
### 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.

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code * [ISCED]</th>
<th>Subject area name</th>
<th>Study cycle [short cycle, 1st, 2nd, or 3rd] *</th>
<th>Number of student mobility periods</th>
<th>Student Mobility for Studies [total number of months of the study periods or average duration] *</th>
<th>Student Mobility for Traineeships *</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td>PARTNER UNIVERSITY</td>
<td></td>
<td>1st, 2nd</td>
<td></td>
<td>2 student (1 semester)</td>
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</tr>
<tr>
<td>PARTNER UNIVERSITY</td>
<td>TR KONYA02</td>
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</tbody>
</table>

("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.")

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code * [ISCED]</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
<th>Student Mobility for Teaching [total number of days of teaching periods or average duration] *</th>
<th>Staff Mobility for Training *</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td>PARTNER UNIVERSITY</td>
<td></td>
<td></td>
<td>1 staff (1 week)</td>
<td>1 staff (1 week)</td>
<td></td>
</tr>
<tr>
<td>PARTNER UNIVERSITY</td>
<td>TR KONYA02</td>
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</tbody>
</table>

### 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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level^4</th>
<th>Student Mobility for Studies [Minimum recommended level: B1]</th>
<th>Staff Mobility for Teaching [Minimum recommended level: B2]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td></td>
<td>English</td>
<td>English</td>
<td>English B1</td>
<td>English B2</td>
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<tr>
<td>PARTNER UNIVERSITY</td>
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</tbody>
</table>

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

At TR KONYA 02: In case of additional requirements in regard to academic, organizational or other aspects (e.g. students with special needs) please contact the Erasmus Office: erasmus@karatay.edu.tr

At PARTNER UNIVERSITY:

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3 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)

4 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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
E. Calendar

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

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td>15 June</td>
<td>15 December</td>
</tr>
<tr>
<td>PARTNER UNIVERSITY</td>
<td></td>
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</tr>
</tbody>
</table>

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of 6 years. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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

TRKONYA02:
KTO Karatay University’s official grading system uses letter grades with pluses and minuses. A grade of C or higher (or S for non-credit courses) is a passing grade for the course. Letter grades F, FX, and U are all failing grades. Grades C-, D+, and D are considered failing grades when the student’s Cumulative Grade Point Average (CGPA) is less than 2.00 and conditionally passing grades when the CGPA is 2.00 or higher. The quality-point equivalents of the grades are as follows:

- A 4.0
- A- 3.7
- B+ 3.3
- B 3.0
- B- 2.7
- C+ 2.3
- C 2.0
- C- 1.7
- D+ 1.3
- D 1.0
- F 0.0
- FX 0.0

Other grades having no quality-point equivalents are:

- I (Incomplete): Temporary grade signifying incomplete work; to be later replaced with another grade.
- T (Transfer): Reflects approved transferred courses from other universities.
- P (In progress): Given at the end of the first semester of year-long courses.

The semester grade point average (GPA) is computed as the sum of the products. The cumulative grade point average CGPA is an overall average computed as the sum of the products.

Overall classification of the qualification:
Cumulative Grade Point Average : 2.00 / 4.00
Final Grade of Degree : “Başarılı-Satisfactory”
Relative Rank : 4 of 4

PARTNER UNIVERSITY

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td>Erasmus Office Phone:+90 332 2217200 E-mail: <a href="mailto:erasmus@karatay.edu.tr">erasmus@karatay.edu.tr</a></td>
<td><a href="http://www.karatay.edu.tr/erasmus/">http://www.karatay.edu.tr/erasmus/</a></td>
</tr>
<tr>
<td>PARTNER UNIVERSITY</td>
<td></td>
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</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
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<tbody>
<tr>
<td>TR KONYA02</td>
<td>Erasmus Office, Phone:+90 332 2217200, Email: <a href="mailto:erasmus@karatay.edu.tr">erasmus@karatay.edu.tr</a></td>
<td><a href="http://www.karatay.edu.tr/erasmus/">http://www.karatay.edu.tr/erasmus/</a></td>
</tr>
<tr>
<td>PARTNER UNIVERSITY</td>
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</table>

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td>Erasmus Office, Phone:+90 332 2217200, Email: <a href="mailto:erasmus@karatay.edu.tr">erasmus@karatay.edu.tr</a></td>
<td><a href="http://www.karatay.edu.tr/erasmus/">http://www.karatay.edu.tr/erasmus/</a></td>
</tr>
<tr>
<td>PARTNER UNIVERSITY</td>
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</table>

*Detailed information for incoming Erasmus students can be found at [http://www.karatay.edu.tr/erasmus/index.php?i=erasmusincomingstudentstaff](http://www.karatay.edu.tr/erasmus/index.php?i=erasmusincomingstudentstaff)*

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

| Institution [Erasmus code] | Name, function | Date | Signature
<table>
<thead>
<tr>
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<th></th>
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</thead>
<tbody>
<tr>
<td>TR KONYA02</td>
<td>Prof.Dr.Bayram SADE Rector</td>
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<tr>
<td>PARTNER UNIVERSITY</td>
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</tbody>
</table>

- Karşı kurumdan onay gelmesinin ardından ikili anlaşma metni 2 nüsha halinde düzenlenmelidir.
- Ardından ikili anlaşma metninin Erasmus Koordinatörü veya Rektörlük Makamı tarafından imzalanması gerekmektedir.
- Kurum Koordinatörü tarafından imzalanıp İkili Anlaşma, karşı Üniversitenin Uluslararası İlişkiler / Erasmus Ofisine faks-email yoluya veya postaya vermek suretiyle Koordinatörlüğümüz aracılığıyla gönderilir.
- Karşı Üniversite tarafından da imzalanıp ve kurum mührünü de içeren İkili Anlaşma metni Üniversitemiz Erasmus Koordinatörlüğü Birimine gönderilir.

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5 Scanned signatures are accepted
Anlaşma Metninin bir kopyası Üniversitemiz Erasmus Koordinatörlüğünde saklanacaktır. İkinci Nüshası, Anlaşma yapılan Üniversiteye gönderilecektir.

**Anlaşma Hazırlanırken Dikkat Edilmesi Gerekenler**

- Anlaşma yapılacak kurumun ders içeriklerinin, kendi kurumunuzdaki ders içeriklerine uyup uymadığını gözden geçiriniz.
- Öğrenim dili mutlaka önceden belirlenmeli ve öğrenciyi de bildirilmelidir. Avrupa üniversitelerinin çoğununa eğitim dili ülkenin resmi dili (örneğin Almanca, Fransızca, İspanyolca) olup bütün dersler bu dilde yapılabilirmektedir. İngilizce yapılan ders ise ve gönderilecek öğrenciyi İngilizce olarak ders verilmeyecektir bu durumda sorun oluşmaz. Öğrenci zor durumda kalmaktadır. Bu sebeple anlaşma sürecinde bu durumu net olarak ele alınız.

- Anlaşma yapılacak kurumun akademik takvimi (yarıyıl başlangıç ve bitiş zamanları) hakkında bilgi sahibi olunuz.
- Değişim düzeyi, İkili Anlaşma üzerinde belirtmeyi unutmayın (Önlisans, Lisans, Yüksek Lisans, Doktora).

**Öneriler**

- Anlaşma yapmak istediğiniz Bölümün adı veya kodu bazen karşı Üniversitede farklı bir alanda veya isimle yer alıyor olabilir. Karşı Üniversitenin ilgili koordinatörü ile yazıarak/görüşerek ilgili kodu kullanabilirsiniz.


- İkili Anlaşma yaparken, Avrupa’dan Üniversite seçme veya belirleme aşamasında, Türkiye’deki Üniversitelerden herhangi biriyle İkili Anlaşmayı olan bir Yükseköğretim Kurumunu seçebilirsiniz. Böylelikle, İkili Anlaşmanınınız İşlevselliği ve deneyim paylaşmayı komonada daha rahat hareket edebilirsiniz. İkili Anlaşma bilgilerine Üniversitelerin Erasmus Programı ile ilgili web sayfalarından ulaşabilirsiniz.

**NOT:** Sorularınız için koordinatörlüğümuz ile iletişime geçebilirsiniz.

KTO Karatay Üniversitesi
Erasmus Koordinatörlüğü
http://www.karatay.edu.tr/erasmus/
erasmus@karatay.edu.tr