

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

**Inter-institutional[[1]](#footnote-1) agreement 20[14]-20[23][[2]](#footnote-2)  
between institutions from**

**Programme and Partner Countries[[3]](#footnote-3)**

**[Minimum requirements][[4]](#footnote-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+.

**Table of Contents**

[A. Information about higher education institutions 2](#_Toc27574755)

[B. Mobility numbers per academic year 3](#_Toc27574756)

[C. Recommended language skills 4](#_Toc27574757)

[D. Respect of fundamental principles and other mobility requirements 4](#_Toc27574758)

[Before mobility 5](#_Toc27574759)

[During and after mobility 5](#_Toc27574760)

[E. Additional requirements 6](#_Toc27574761)

[F. Calendar 6](#_Toc27574762)

[G. Information 7](#_Toc27574763)

[1. Grading systems of the institutions 7](#_Toc27574764)

[2. Visa 7](#_Toc27574765)

[3. Insurance 7](#_Toc27574766)

[4. Housing 8](#_Toc27574767)

[H. Signatures of the institutions (legal representatives) 8](#_Toc27574768)

# A. Information about higher education institutions

EUROPEAN COMMISSION

Directorate-General for Education, Youth, Sport and Culture

Directorate Innovation, International Cooperation and Sport

Unit C3: International Cooperation

*European Commission  
B-1049 Brussels*

© European Union 2019

Reuse is authorised provided the source is acknowledged.

The reuse policy of European Commission documents is regulated by Decision 2011/833/EU (OJ L 330, 14.12.2011, p. 39).

For any use or reproduction of photos or other material that is not under the EU copyright, permission must be sought directly from the copyright holders.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name of the institution / country** | **Erasmus code or city[[5]](#footnote-5)** | **Contact details[[6]](#footnote-6)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| Kastamonu University (KU), Turkey | TR KASTAMO01 | Erasmus Institutional Coordinator:  Dr. Erkan Külekçi  [erasmus@kastamonu.edu.tr](mailto:erasmus@kastamonu.edu.tr)  +90 366 2801663 | <https://erasmus.kastamonu.edu.tr/>  <https://iro.kastamonu.edu.tr/> |
| Faculty/Departmental Coordinator or Agreement Contact: |
|  |  | Erasmus Institutional Coordinator: |  |
| Faculty/Departmental Coordinator or Agreement Contact: |  |

# B. Mobility numbers[[7]](#footnote-7) 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 \** [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 \* [Applicable from 2018 call]* |
| TR KASTAMO01 |  |  |  |  |  |  |
|  |  |  |  |  |
|  | TR KASTAMO01 |  |  |  |  |  |
|  |  |  |  |  |

*[\*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 KASTAMO01 |  |  |  | 2 staff members  (3-5 days) | 2 staff members  (3-5 days) |
|  |  | 2 staff members  (3-5 days) | 2 staff members  (3-5 days) |
|  | TR KASTAMO01 | 052 |  |  |  |
| 011 |  |  |  |

# 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 or city]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[8]](#footnote-8)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| TR KASTAMO01 |  | Turkish | 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>.

# 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; agreement on how to use organisational support funds; 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.]*

KU Erasmus Office works with ‘Coordination Office for University Without Obstacles’ which aims to make adjustments for the disabled in terms of physical infrastructure and living environment around the university and its facilities. Please contact KU Erasmus Office prior to the mobility period for the arrangements and other details.

# F. Calendar

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code or city]** | **Autumn Term\*** | **Spring Term\*** |
| TR KASTAMO01 | Application deadline:  15 July | Application deadline:  15 December |
|  |  |  |

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

2. The receiving institution will send its decision within [4] 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

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 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."]*

# 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’ guide[[9]](#footnote-9). 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.]*

***KU Grading System*** *(please contact the Erasmus Office for updates)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Score** | **KU Grade Points** | **KU Letter** | **ECTS Letter** |
| 90-100 | 4.00 | AA | A |
| 85-89 | 3.50 | BA | B |
| 75-84 | 3.00 | BB |
| 65-74 | 2.50 | CB | C |
| 60-64 | 2.00 | CC | D |
| 55-59 | 1.50 | DC | E |
| 50-54 | 1.00 | DD | FX |
| 40-49 | 0.50 | FD |
| 0-39 | 0.00 | FF | F |

## 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** |
| TR KASTAMO01 | KU Erasmus Office  [erasmus@kastamonu.edu.tr](mailto:erasmus@kastamonu.edu.tr)  +90366 2801663 | <https://erasmus.kastamonu.edu.tr/>  <https://www.evisa.gov.tr/en/>  <http://www.studyinturkey.gov.tr/> |
|  |  |  |

## 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 KASTAMO01 | KU Erasmus Office  [erasmus@kastamonu.edu.tr](mailto:erasmus@kastamonu.edu.tr)  +90366 2801663 | <https://erasmus.kastamonu.edu.tr/>  <http://www.studyinturkey.gov.tr/> |
|  |  |  |

## 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 KASTAMO01 | KU Erasmus Office  [erasmus@kastamonu.edu.tr](mailto:erasmus@kastamonu.edu.tr)  +90366 2801663 | <https://erasmus.kastamonu.edu.tr/>  <http://www.studyinturkey.gov.tr/> |
|  |  |  |

# H. Signatures of the institutions (legal representatives)

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code or name and city]** | **Name, function** | **Date** | **Signature[[10]](#footnote-10)** |
| TR KASTAMO01 | Rector | ……/……/2020 |  |
|  | Rector | ……/……/2020 |  |

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+. [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide. [↑](#footnote-ref-3)
4. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-4)
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. [↑](#footnote-ref-5)
6. Contact details to reach the senior officer in charge of this agreement. [↑](#footnote-ref-6)
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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-7)
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> [↑](#footnote-ref-8)
9. <http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf> [↑](#footnote-ref-9)
10. Scanned copies of signatures or digital signatures may be accepted depending on the national legislation [↑](#footnote-ref-10)