



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

**Inter-institutional¹ agreement 20[14]-20[23]²
between institutions from
Programme and Partner Countries³
[Minimum requirements]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+.

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+.

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

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.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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Unit C3: International Cooperation

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
USAK UNIVERSITY / TURKEY	TR USAK01	International Relations Office Coordinator: Ozgur TARHAN, PhDG erasmus@usak.edu.tr	https://erasmus.usak.edu.tr/
Gorgan University of Agricultural Science and Natural Resources (GAU)		Farhad Khormali Director of the International Office fkhormali@gau.ac.ir international@gau.ac.ir Tel: +981732242438 Fax: +981732225989	Website: http://gau.ac.ir/ Course catalogue Courses taught in English
[...]			

B. Mobility numbers⁷ 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, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average]	

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.

⁶ Contact details to reach the senior officer in charge of this agreement.

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>

duration*]						
TRUSAK01	GAU	0510	Biological and related sciences			
		0510	Biological and related sciences			
GAU	TRUSAK01	0510	Biological and related sciences		1 [one semester]	
		0510	Biological and related sciences		1 [one semester]	

[*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 *
GAU	TRUSAK01	0510	Biological and related sciences	1 [5 days]	1 [5 days]
		0510	Biological and related sciences		
TRUSAK01	GAU	0510	Biological and related sciences	1 [5 days]	1 [5 days]
		0510	Biological and related sciences		



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 ^B	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TRUSAK01		Turkish	English	English – B1 or Turkish – C1	English – B1 or Turkish – C1
GAU		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.

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities.

^B 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>



Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.



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.]

Student Mobility for Studies and Placement, and Staff Mobility for Teaching and Training will be carried out as follows and the responsibilities of both the partner and coordinator institution are as follows:

The obligations of the Partner Institution are as follows.

Before selecting staff and students to participate in the mobility;

1. The Partner Institution will make the mobility announcement for at least 20 days,
2. The Partner Institution will establish an Erasmus Selection Commission consisting of at least 5 academic staff,
3. The Partner Institution will create selection criteria according to the principle of impartiality and transparency.
4. The Partner Institution will share all information and documents with the coordinator institution.
5. Both institutions are obliged to ensure all the processes of mobility as suggested in the Handbook published of the relevant year.

After the selection of the students and staff to participate in the mobility;

1. The Partner Institution will ensure the ECTS equivalence for the students who will participate in the learning mobility,
2. The Partner Institution will prepare Learning Agreement for students who will participate in placement and study mobility,
3. The Partner Institution will share all information and documents with the coordinator institution.

The obligations of the coordinator institution are as follows.

1. The Coordinator Institution will share documents related to the mobility process with the partner institution,
2. The Coordinator Institution will enter mobility information of students and personnel participating in mobility from each institution to MT system,
3. The Coordinator Institution will define Online Language Support (OLS) for the student who will participate in the mobility from each institution,
4. The Coordinator Institution will make the grant payment of the staff and students participating in the mobility from the partner institution,
5. Both institutions are obliged to ensure all the processes of mobility as suggested in the Handbook published of the relevant year,
6. Usak University ensures the infrastructure to welcome students and staff with disabilities on campus.

To distribute grants and mobility in case of receiving an additional grant from Turkish National Agency, which is the fund provider,
Grant payment terms are as follows;



1. 70% of the grant of students selected to participate in the mobility in the partner institution is paid after they have their official procedures done such as residence permit, signing grant agreement etc. after they arrive at Uşak University.
2. The remaining 30% grant is paid at least 7 days before the mobility is completed.
3. 100% of the grant of staff selected to participate in the mobility in the partner institution is paid after they have their official procedures done such as residence permit, signing of the grant agreement and insurance etc. after they arrive at Uşak University.
4. Students and staff who receive grants but do not complete their mobility are obliged to return the grant which covers as many as the number of days they do not participate in the mobility to the coordinator institution.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
TR USAK01	September-January	February-June/July
GAU	Information on nominated students must reach the Gorgan University of Agricultural Science and Natural Resources by 15.07.2018 Start of semester: 01.09.2018 End of semester: 30.01.2019 First day of lectures: 20.09.2018 Last day of lectures: 20.01.2019	Information on nominated students must reach the Gorgan University of Agricultural Science and Natural Resources by 20.12.2019 Start of semester: 10.02.2019 End of semester: 20.07.2019 First day of lectures: 10.02.2019 Last day of lectures: 20.06.2019

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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' guide⁹. 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.]

TR USAK01	https://erasmus.usak.edu.tr/menu/6509

TR

USAK01 Grading System

Final Grade Letter	in	Factor	Grade (/100)	
AA		4.0	90-100	Excellent
BA		3.5	85-89	Very Good
BB		3.0	80-84	Good
CB		2.5	75-79	Fair
CC		2.0	70-74	Satisfactory
DC		1.5	65-69	Sufficient
DD		1.0	60-64	sufficient
FD		0.5	50-59	Insufficient (Failed)
FF		0.0	0-49	Insufficient (Failed)

Gorgan University of Agricultural Sciences and Natural Resources

Grading System

Grade Scale of 20	Meaning
18-20	Excellent
16-17.9	Very good
14-15.9	good
10.1-13.9	Satisfactory
10	Almost satisfactory
0-9.9	Failed

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf



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 USA01	International Relations Office Tel: +90 276 221 21 21 - 4100/4101/4452 erasmus@usak.edu.tr	https://erasmus.usak.edu.tr/menu/3494
GAU	international@gau.ac.ir elmahini1391@gmail.com	www.gau.ac.ir

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 USA01	International Relations Office Tel: +90 276 221 21 21 - 4100/4101/4452 erasmus@usak.edu.tr	https://erasmus.usak.edu.tr/menu/3494
GAU	international@gau.ac.ir elmahini1391@gmail.com	www.gau.ac.ir





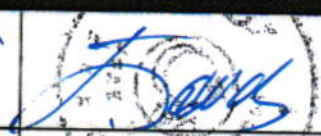
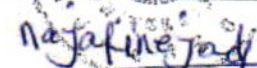

4. Housing

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 USAK01	International Relations Office Tel: +90 276 221 21 21 - 4100/4101/4452 erasmus@usak.edu.tr	https://erasmus.usak.edu.tr/menu/3494
GAU	international@gau.ac.ir elmahini1391@gmail.com	www.gau.ac.ir

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
TR USAK01	Prof. Dr. Ekrem Savaş, Rector of Usak University	27.05.2021	
GAU	Dr. Ali Najafinejad, President of Gorgan University of Agricultural Sciences and Natural Resources	16 March 2021	 

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation