



Erasmus+ Programme

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

Inter-institutional agreement 2017-20[21] between programme countries [Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
Middle East Technical University International Cooperations Office Main Library, Solmaz Ildemir Hall, Universiteler Mah. Dumlupinar Blv. No.1, 06800 Ankara. Fax: +90 312 210 7176	TR ANKARA04	Erasmus+ Institutional Coordinator: Assoc. Prof. Dr. Hale Isik Guler, Advisor to the President, Tel : +90 312 210 4114, Fax: +90 312 210 7948, E-mail: hisik@metu.edu.tr Erasmus+ Departmental Coordinator: International Engagements & Partnership Development Coordinator: Dr. Ibrahim Yorgun Tel: +90 312 210 3486 Fax: +90 312 210 7176 E-mail: iyorgun@metu.edu.tr	http://www.metu.edu.tr/ International Cooperations Office: http://www.ico.metu.edu.tr Offered courses: https://oibs3.metu.edu.tr/View Program Course Details 64/ Academic Catalog: http://www.metu.edu.tr/academic-catalog

Poznan University of Technology	PL POZNAN02	<p>Administrative Coordinator: Magdalena ZAWIRSKA-WOLNIEWICZ Head of LLL&International Education Office, Pl. M. Skłodowskiej-Curie 5 60-965 Poznań, Poland Tel. +48 61 665 35 44 magdalena.zawirska-wolniewicz@put.poznan.pl</p> <p>Departmental Coordinator: Faculty of Electronics and Telecommunications Jan LAMPERSKI jan.lamperski@put.poznan.pl tel: +48 61 665 38 63 / +48 61 665 38 09</p> <p>Faculty of Electrical Engineering, Institute of Mathematics Małgorzata Migda Malgorzata.migda@put.poznan.pl Tel.: +48 61 6652359</p>	General information: www.put.edu.pl Courses catalogue: http://put.edu.pl/erasmus/programmes-available
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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 duration*]	
TR ANKARA04	PL POZNAN02	-	Electronics and Telecommunications	Bsc, Msc	2 students X 5 months	

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>)

PL POZNAN02	TR ANKARA04	-	Electronics and Telecommunications	Bsc, Msc	2 students X 5 months	
TR ANKARA04	PL POZNAN02	-	Mathematics	Bsc, Msc	2 students X 5 months	
PL POZNAN02	TR ANKARA04	-	Mathematics	Bsc, Msc	2 students X 5 months	

[*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	Staff Mobility for Training *
				(UP TO 30 DAYS)**	
TR ANKARA04	PL POZNAN02		Mathematics, Electronics and Telecommunications	2 X 5 days	
PL POZNAN02	TR ANKARA04		Mathematics, Electronics and Telecommunications	2 X 5 days	

**This number indicates the maximum number of mobility days per staff

The partners agree that the Partner Country Institution receives € 50 of the Organisational Support (OS) for each student and staff who has participated in the programme.

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 level⁸	
				Student Mobility for Studies	Staff Mobility for Teaching [Minimum]

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>

				[Minimum recommended level: B1]	recommended level: B2]
TR ANKARA04	Any subject	English	English	B1	B2
PL POZNAN02	Any subject	English	Polish	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. 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. 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

Both the higher education institution located in a Partner Country of Erasmus+ and TR ANKARA04 (Middle East Technical University) will screen the applicants for exchange to ensure that they meet the academic and language eligibility requirements of the host university. The relevant department at the host university reserves the right to make the final decision on the acceptance of each nominated student. The exchange quotas stated in this agreement indicate the maximum number of student-semesters per academic year.

Orientation Program for Incoming Student:

TR ANKARA04 organizes an orientation program each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the orientation program because students are provided with vital information on course registration, campus accommodation, health issues.

Facilities for Students/Staff with Disabilities:

TR ANKARA04 has a Disability Support Center (DSC; <http://engelsiz.metu.edu.tr/en>) and "METU without Barriers" student club. DSC offers academic support and orientation programs designed according to the specific needs of disabled students. It also provides transportation support on campus. Also some buildings on campus are accessible for

students or staff with serious mobility impairments and in others disabled-friendly facilities are being constructed

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TR ANKARA04	April 15 th	December 15 th
PL POZNAN02	May 31 st	

[* 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 4 weeks after the assessment period has finished at the receiving HEI.
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 2016 will only take effect as of 1 September 2017. 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

TR ANKARA04:

Percentage	Letter Grade	Grade Point
90-100	AA	4
85-89	BA	3,5
80-84	BB	3
75-79	CB	2,5
70-74	CC	2
65-69	DC	1,5
60-64	DD	1
50-59	FD	0
49 and below	FF	0

Additional information available at <http://ico.metu.edu.tr/courses> ,
<http://oidb.metu.edu.tr/en/academic-rules-and-regulations>

PL POZNAN02

<http://www.put.edu.pl/institution/education-at-put>

very good	(A)	bardzo dobry	5.0
good plus	(B)	dobry plus	4.5
good	(C)	dobry	4.0
satisfactory plus	(D)	Dostateczny plus	3.5
satisfactory	(E)	dostateczny	3.0
unsatisfactory	(F)	niedostateczny	2.0

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 ANKARA04	ico@metu.edu.tr	http://ico.metu.edu.tr/visa-residence-permit
PL POZNAN02	study@put.poznan.pl	http://put.edu.pl/content/1/visa-procedure

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 ANKARA04	ico@metu.edu.tr	http://ico.metu.edu.tr/health-safety
PL POZNAN02	study@put.poznan.pl	http://www.put.edu.pl/content/health-and-insurance

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 ANKARA04	ico@metu.edu.tr	http://ico.metu.edu.tr/accommodation
PL POZNAN02	anna.wolnowska@put.poznan.pl	http://put.edu.pl/erasmus/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
TR ANKARA04	Assist.Prof. Dr. Hale Işık Güler, Institutional Coordinator	06.12.2017	
PL POZNAN02	Prof. Teofil Jesionowski Prorector for LLL& International Education	2016-09-09	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation