**Erasmus+ Programme**

**Bilateral Inter-Institutional Agreement**

**Key Action 1   
Learning Mobility for Higher Education Students and Staff**

**among EU Member States and third countries associated to the Programme [[1]](#footnote-1)**

The institutions 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](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en) in all aspects related to the organisation and management of the mobility, including [automatic recognition](https://ec.europa.eu/education/node/36_me) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en).

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](http://egracons.eu/) according to the descriptions in the [ECTS users’ guide](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Validity period of the agreement**

|  |  |
| --- | --- |
| Timeframe | Academic Year\* |
| Start of validity | [2021/2022] |
| End of validity | [2022/2023] |

**A. Information about the higher education institutions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution**  **(and department, where relevant)** | **Erasmus code** | **Contact details[[2]](#footnote-2)**  **(email, phone)** | **Websites**  **( General/Faculties/ Course catalogue)** |
| **Middle East Technical University** | TR ANKARA04 | **Erasmus+ Institutional Coordinator:**  Prof. Dr. Gaye Teksoz, Advisor to the President  (Dean of Students)  Tel : +90 312 210 4112  Fax: +90 312 210 1105  E-mail: [gtuncer@metu.edu.tr](mailto:gtuncer@metu.edu.tr)  **Academic Contact Person:**  ….  ….  **Administrative Contact Person:**  Dr. Gulizar Karahan Balya,  International Cooperations Office  Tel: +90 312 210 7179  Fax: +90 312 210 7176  E-mail: [kgulizar@metu.edu.tr](mailto:kgulizar@metu.edu.tr) | General:  <http://www.metu.edu.tr/>  International Cooperations Office: <http://www.ico.metu.edu.tr>  Faculty/faculties: <https://www.metu.edu.tr/faculties-institutes-schools>  Offered courses: <https://oibs3.metu.edu.tr/View_Program_Course_Details_64/>  Academic Catalog: <http://www.metu.edu.tr/academic-catalog> |
| PARTNER UNIVERSITY |  |  |  |

**B. Mobility numbers[[3]](#footnote-3) 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 of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code (optional)\** [ISCED]** | ***Subject area name (optional)\**** | ***Field of education –Clarification (optional)*** | ***Study cycle [short cycle, 1st , 2nd or 3rd] (optional)\**** | **Number of student mobility periods** | | | |
| Student Mobility for Studies  *[total number of students****]*** | Student mobility for Studies  *[total number of months]* | *Student Mobility for Traineeships*  *(optional) \**  *[total number of students****]*** | *Student Mobility for Traineeships*  *(optional) \**  *[total number of months]* |
| TR ANKARA04 |  |  |  |  |  |  |  |  |  |
|  | TR ANKARA04 |  |  |  |  |  |  |  |  |

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code of the sending institution]** | **TO**  **[Erasmus code of the receiving institution]** | ***Subject area code (optional)\** [ISCED]** | ***Subject area name (optional)\**** | **Number of staff mobility periods** | | | |
| Staff Mobility for Teaching  *[total number of staff]* | Staff Mobility for Teaching  *[total number of days ]* | *Staff Mobility for Training (optional)\* [total number of staff]* | *Staff Mobility for Training (optional)\**  *[total number of days]* |
| TR ANKARA04 |  |  |  | 1 | Min. 2 days (8 hours) | 1 | Min. 2 days (8 hours) |
|  | TR ANKARA04 |  |  | 1 | Min. 2 days (8 hours) | 1 | Min. 2 days (8 hours) |

**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[[4]](#footnote-4)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| TR ANKARA04 |  | English | - | B1 | B2 |
|  |  |  |  |  |  |

**D. Calendar**

**Nominations of incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| TR ANKARA 04 | May 31st | November 15th |
|  |  |  |

**Applications from incoming students must reach the institution by:**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[day/month]** | **Spring term\***  **[day/month]** |
| TR ANKARA 04 | May 31st | November 15th |
|  |  |  |

**Application procedure for incoming students**

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Contact details**  **(email, phone)** | **Website for information** |
| TR ANKARA04 | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <http://ico.metu.edu.tr/application> |
|  |  |  |

**E. Additional requirements**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Requirement** | **Details** | **Website for information (if applicable)** |
| TR ANKARA 04 | - A minimum Grade Point Average of 75/100 or its equivalent in the student´s home university grading scale.  - Min. B1 level of English proficiency | Grade conversion system at METU: <http://oidb.metu.edu.tr/en/course-credit-system> |  |
|  |  |  |  |

The receiving institution will send its decision within 5 weeks, **and no later than 5 weeks.**

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available infrastructure adjusted for people with:** | **Description of infrastructure (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| TR ANKARA04 | - Visual impairment  - Motor disabilities | \*Please see below | [engelsiz@metu.edu.tr](mailto:engelsiz@metu.edu.tr) | <https://engelsiz.metu.edu.tr/en/> |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Available support services for people with:** | **Description of support services (optional)** | **Contact details**  **(email, phone)** | **Website for information** |
| TR ANKARA04 | - Visual impairment  - Auditory disabilities  - Motor disabilities  - Attention deficit hyperactivity disorder  - Learning disabilities  - Speech and language disorders  - Autism spectrum disorder  - Psychiatric disorders  - Chronic health conditions | \*Please see below | [engelsiz@metu.edu.tr](mailto:engelsiz@metu.edu.tr) | <https://engelsiz.metu.edu.tr/en/> |
|  |  |  |  |  |

\* METU (TR ANKARA04) has a Disability Support Office (DSO; <http://engelsiz.metu.edu.tr/en>) and “METU without Barriers” student club. DSO offers academic support (academic accommodations, note-taker support, etc.) and orientation programs designed according to the specific needs of disabled students. Support services are provided in cases of Visual impairment, Auditory disabilities, Motor disabilities, Attention deficit hyperactivity disorder, Learning disabilities, Speech and language disorders, Autism spectrum disorder, Psychiatric disorders and Chronic health conditions. DSO also provides transportation support on campus in cases of motor disabilities and visual disabilities (wheelchair accessible vehicle and free taxi service for in-campus transportation). Also, some buildings on campus are accessible for individuals with serious mobility impairments and in others disabled-friendly facilities are being constructed.

Students/staff with disabilities must submit their disability report to METU before the start of their mobility so that necessary arrangements could be done by ICO in cooperation with DSO. The disability report must be in English language and issued by a certified expert (such as a medical doctor, psychiatrist, etc.) in the disabled individual’s country. Documents which are older than 1 year (except those without any due date) and those in languages other than English cannot be processed by DSO, thus disability support cannot be provided in such cases.

**F. Information**

**1. 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** |
| TR ANKARA 04 | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <https://ico.metu.edu.tr/accommodation> |
|  |  |  |

**2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 ANKARA04 | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <https://ico.metu.edu.tr/visa-and-residence-permit> |
|  |  |  |

**3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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 ANKARA04 | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <https://ico.metu.edu.tr/health-and-safety> |
|  |  |  |

**4. Additional information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Information on recognition process / other useful information:** | Contact details  (email, phone) | **Website for information** |
| TR ANKARA 04 | Orientation program for incoming students | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <https://ico.metu.edu.tr/orientation> |
|  |  |  |  |

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.

**Termination of the agreement**

*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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[5]](#footnote-5)** |
| TR ANKARA 04 | Prof. Dr. Gaye Teksöz,  Erasmus+ Institutional Coordinator |  |  |
|  |  |  |  |

1. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-1)
2. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-2)
3. Mobility numbers can be given per sending/receiving institutions and per education field (optional\*: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>) [↑](#footnote-ref-3)
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> [↑](#footnote-ref-4)
5. Scanned signatures are accepted [↑](#footnote-ref-5)