|  |  |
| --- | --- |
| A description... |  |

**Erasmus+ Programme**

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

**Inter-institutional agreement 2018-20[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 Izdemir 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](mailto: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](mailto: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> |
| NAME OF THE UNIVERSITY AND ADDRESS | ERASMUS CODE OF PARTNER INSTITUTION | CONTACT (S) |  |

**B. Mobility numbers 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 \** [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\*]* | *COORDINATOR*  *Contact details* |
| …………….. | TR ANKARA04 | …… |  |  | ...x.... |  |
| TR ANKARA04 | ………. | …… |  |  | ...x... |  |

*[\*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.]*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 ANKARA04 | ……….. |  |  |  |
| TR ANKARA04 | ………………….. | …………….. |  |  |  |

The number of staff/student indicated in the agreement can be adjusted depending on the consent of both partners.

**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** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| …………… | All areas |  |  |  |  |
| TR ANKARA04 | All areas | English | 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. Additional requirements**

**TR ANKARA04**

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, METU’s IT facilities and residence permit.

|  |  |
| --- | --- |
| Web Incoming | <http://ico.metu.edu.tr/incoming-students> |

PARTNER:

**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

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
|  |  |  |
| TR ANKARA04 | May, 31 | Nov, 15 |

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

2. The receiving institution will send its decision within 8 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than **JULY** of students of the whole academic year and **MARCH** for students of the first semester, **SEPTEMBER**, if the student present in exams of SEPTEMBER 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."]*

**F. 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 |

|  |  |
| --- | --- |
| Web link to grading details: | <http://oidb.metu.edu.tr/en/middle-east-technical-university-rules-and-regulations-governing-undergraduate-studies-theturkish-ve> |

**PARTNER**

**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]** | **Contact details**  **(email, phone)** | **Website for information** |
| …………….. |  |  |
| TR ANKARA04 | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <http://ico.metu.edu.tr/visa-residence-permit> |

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

**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]** | **Contact details**  **(email, phone)** | **Website for information** |
| ……. |  |  |
| TR ANKARA04 | [europeanmobility@metu.edu.tr](mailto:europeanmobility@metu.edu.tr) | <http://ico.metu.edu.tr/accommodation> |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature** |
|  |  |  |  |
| TR ANKARA04 | Assoc. Prof. Dr. Hale Işık Güler, Advisor to the President & Erasmus+ Institutional Coordinator |  |  |