## Bilateral Inter-Institutional Agreements

## Erasmus+ Key Action 1 – Mobility of higher education students and staff

## Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

## [Requirements for bilateral Inter-Institutional Agreements 2022-20[29]]

[For the Erasmus+ programme 2021-2027, bilateral Inter-Institutional Agreements should be concluded digitally through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission’s webpage about [Erasmus Without Paper](https://erasmus-plus.ec.europa.eu/european-student-card-initiative/ewp/governance/bpo).]

**Standard information applicable to all bilateral Inter-Institutional Agreements**

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.

**Duration of the agreement**

|  |  |
| --- | --- |
| **From academic year** | **To academic year** |
| **2025-2026** | **2027-2028** |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of the institution** | **Erasmus code or city[[1]](#footnote-1)** | **Contact details [[2]](#footnote-2) (email, phone)** | **Websites** |
| **AKDENIZ UNIVERSITY** | TR ANTALYA 01 | **Administrative contact:**  International Relations Office, Dumlupınar Boulevard 07058 Antalya, Turkey  Email: [erasmuska107@akdeniz.edu.tr](mailto:erasmuska107@akdeniz.edu.tr)  [erasmus@akdeniz.edu.tr](mailto:erasmus@akdeniz.edu.tr)  Tel: +90 242 310 21 25 Fax: +90 242 310 66 29  **Institutional Coordinator:**  **Prof. Dr. İrfan TURHAN** +90 242 310 67 96  **Project contact Coordinator:** | **General:** <https://uio.akdeniz.edu.tr/en>  <https://eng.akdeniz.edu.tr/>  **Course catalogue:** <https://uio.akdeniz.edu.tr/en/course_catalogues-4135>  **Faculty/faculties:** |
| **Xxx UNIVERSITY**  **(OID: Xxx)** | **Xxx** | **Institutional contact:**  **Xxx**  **Academic Coordinator:**  **Xxx** | **General:**  **Xxx**  **Faculty:**  **Xxx** |

1. **Mobility numbers per academic year**

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

**Number of student mobility period**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code or city of the sending institution]** | **TO**  **[Erasmus code or city of the receiving institution]** | ***Field of education***  **[ISCED][[3]](#footnote-3)**  ***(optional)*** | ***Field of education - clarification***  ***(optional)*** | ***Level of education***  **[EQF]**  **(optional)** | ***Number of mobility periods*** | |
| ***Student Mobility***  *[Total number of students]* | ***Student Mobility***  *[Total number of months]* |
| TR ANTALYA01 | **Xxx** | **Xxx** | **Xxx** |  | 2 | 5\*2 |
| **Xxx** | TR ANTALYA01 | **Xxx** | **Xxx** |  | 2 | 5\*2 |

**Number of staff mobility period**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FROM**  **[Erasmus code or city of the sending institution]** | **TO**  **[Erasmus code or city of the receiving institution]** | ***Field of education***  **[ISCED][[4]](#footnote-4)**  ***(optional)*** | ***Field of education - clarification***  ***(optional)*** | ***Level of education***  **[EQF]**  **(optional)** | ***Number of mobility periods*** | |
| ***Staff Mobility***  *[Total number of staff]* | ***Staff Mobility***  *[Total number of days]* |
| TR ANTALYA01 | **Xxx** | **Xxx** | **Xxx** |  | 2 | 5\*2 |
| **Xxx** | TR ANTALYA01 | **Xxx** | **Xxx** |  | 2 | 5\*2 |

|  |
| --- |
| **Optional additional information** |
|
| e.g. blended mobility, etc. |

1. **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[[5]](#footnote-5) at the start of the mobility period (see also section 5 “Preparation and Support”).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code or city]** | ***Field of education***  ***(Optional)*** | **Language of instruction 1** | **Language of instruction 2** | **Recommended level** | |
| Student Mobility  [*Min. recommended level in at least one of the languages: B1*] | Staff Mobility  [*Min. recommended level in at least one of the languages for teaching: B2*] |
| TR ANTALYA01 |  | Turkish | English | B1 | B2 |
| **Xxx** |  | **Xxx** | English | B2 | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section*.*

1. **Outreach and Selection of participants: calendar, application procedure and requirements**

* Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
* Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
* In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution** | **Term duration** | **Deadline[[6]](#footnote-6)** |
| TR ANTALYA01 | Winter Term: from 15th of September to 30th of January  Spring Term: from 15th of February to 30th of June | 20th of August  20th of December |
| **Xxx** | **Xxx** | **Xxx** |

The receiving institution will send its decision within [4] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

**Application procedure**

|  |  |  |
| --- | --- | --- |
| **Receiving Institution  [Erasmus code or city]** | **Contact details**  **(email)** | **Website for information** |
| TR ANTALYA01 | [incoming@akdeniz.edu.tr](mailto:incoming@akdeniz.edu.tr)  [erasmuska107@akdeniz.edu.tr](mailto:erasmuska107@akdeniz.edu.tr) | https://uio.akdeniz.edu.tr/en |
| **Xxx** | **Xxx** | **Xxx** |

**Academic and additional requirements**

*This table should contain a non-exhaustive list of academic and additional requirements. For KA171 partners are invited to agree on the specific inclusion measures.*

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Details** | **Website for information (optional)** |
| Academic requirements | Being active student and staff  Overall weighted grade point average: 2.20/4.00 for bachelor students, 2.40/4.00 for master and PhD students  Language proficiency: Students must have min. 55 for traineeship, min. 60 for study (Nationally and internationally valid language exam certificate). Staff must have min. 60 for teaching activities. |  |
| CV | Europass CV is requested (optionally) |  |
| Motivation letter | With the application form (optionally) |  |
| *For KA171:* Inclusion measures[[7]](#footnote-7) | participants with fewer opportunities will have the priority. |  |
| Other | Documents provided by International Offices required for applications.  Student & Staff Selection Processes and details announced in the web sites of partner universities. |  |

1. **Preparation and support**

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

* Ensure that students are aware of their rights and obligations as defined in the[*Erasmus+ Student Charter*](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)*[[8]](#footnote-8).*
* Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

* The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
* Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural** **competences**.
* Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
* Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
* The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
* Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution’s everyday life.
* Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
* The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparatory & support measures** | **Institution  [Erasmus code or city]** | **Contact details**  **(email, phone)** | **Website for information & arrangements** |
| Accommodation | TR ANTALYA01 | [incoming@akdeniz.edu.tr](mailto:incoming@akdeniz.edu.tr)  +90 242 310 15 75 | https://uio.akdeniz.edu.tr/en |
| Inclusion of participants with fewer opportunities | TR ANTALYA01 | [incoming@akdeniz.edu.tr](mailto:incoming@akdeniz.edu.tr)  +90 242 310 15 75 | https://uio.akdeniz.edu.tr/en |
| Mentoring | TR ANTALYA01 | [incoming@akdeniz.edu.tr](mailto:incoming@akdeniz.edu.tr)  +90 242 310 15 75 | https://uio.akdeniz.edu.tr/en |
| Grant payments | TR ANTALYA01 | [erasmuska107@akdeniz.edu.tr](mailto:erasmuska107@akdeniz.edu.tr)  +90 242 310 21 25 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparatory & support measures** | **Institution  [Erasmus code or city]** | **Contact details**  **(email, phone)** | **Website for information & arrangements** |
| Accommodation | **Xxx** | **Xxx** | **Xxx** |
| Inclusion of participants with fewer opportunities | **Xxx** | **Xxx** | **Xxx** |
| Mentoring | **Xxx** | **Xxx** | **Xxx** |
| Grant payments | **Xxx** | **Xxx** | **Xxx** |

1. **Recognition**

Institutions commit to:

* Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g*[*. the European Credit Transfer and Accumulation System*](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_en)*.]*

|  |
| --- |
| * It is mandatory that mobility periods are recognised by both higher education institutions as stipulated in the inter-institutional agreement and in the Learning Agreement. * The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records. * The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored. * The courses should be registered in the Transcript of Record as follows:  1. Original name of the course 2. Original credit of the course 3. It should be stated in the transcipt of records that the courses are taken at Akdeniz University. 4. All the successfully completed credits should be recognised and registered in the Transcipt of Records. |

* 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 non-academic organisations and the mobile participants.
* Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
* Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  + Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
  + 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.
  + Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

1. **Grading systems of the institutions**

It is recommended that receiving institutions provide 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)[[9]](#footnote-9). The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Akdeniz University Grading System**

|  |  |  |
| --- | --- | --- |
| **Grade** | **ECTS Grade** | **Definition** |
| 88 – 100 | A+ | EXCELLENT |
| 81 – 87 | A | VERY GOOD |
| 74 – 80 | B+ | VERY GOOD |
| 67 – 73 | B | GOOD |
| 60 – 66 | C+ | GOOD |
| 53 – 59 | C | SATISFACTORY |
| 46 – 52 | D+ | FAIL |
| 35 – 45 | D | FAIL |
| 01 – 34 | E+ | FAIL |
| DZ | E | UNATTENDED |

**Xxx University Grading System**

1. **Any other information regarding the terms of the agreement (optional)**

|  |
| --- |
|  |

1. **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 01 **Xxx** 2025 will only take effect as of 01 **Xxx** 2026. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code or name and city]** | **Name, function** | **Date** | **Signature[[10]](#footnote-10)** |
| **Institution**  **[**  **E**TR ANTALYA01**s code]** | **Prof. Dr. Özlenen ÖZKAN**  Rector |  |  |
| **Xxx** | **Xxx** |  |  |

1. Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located. [↑](#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. <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf> [↑](#footnote-ref-3)
4. <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf> [↑](#footnote-ref-4)
5. For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://eropass.cedefop.europa.eu/en/resources/european-language-levels-cefr> [↑](#footnote-ref-5)
6. Please specify the deadline for each term and, if necessary, adapt to a trimester system. [↑](#footnote-ref-6)
7. You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: <https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en> [↑](#footnote-ref-7)
8. The Erasmus+ Student Charter is available here: <https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en> [↑](#footnote-ref-8)
9. The ECTS user’s guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\_en [↑](#footnote-ref-9)
10. Scanned copies of signatures or digital signatures may be accepted depending on the national legislation [↑](#footnote-ref-10)