

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

Inter-institutional agreement 2019-20[22]
between institutions from
Programme and Partner 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 of the organization 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. Information about higher education institutions

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
ATATÜRK UNIVERSITY	TR ERZURUM01	Head, Office of International Affairs and Erasmus Institutional Coordinator Prof. Dr. Taşkın ÖZTAŞ sergun.kaya@atauni.edu.tr erasmus@atauni.edu.tr Tel: +90-442-231-3126-3 Fax: +90-442-231-1039 Ataturk University Office of International Affairs Student Affairs Build. 2nd Floor 25240 Erzurum/TURKEY	http://eobs.atauni.edu.tr/
University of Vlora "Ismail Qemali"	Vlorë	International Relation and Projects office Coordinator: Msc. Rezarta Sinanaliaj international@univlora.edu.al Address: L. Pavarësia, 9400 Vlorë, Albania Tel: +355695303633	https://univlora.edu.al/ https://univlora.edu.al/en/sektori-projekteve/erasmus/

	Academic coordinator: • Prof. asoc. Filloreta Madani (311) filloreta.madani@univlora.edu.al • Prof. asoc. Luljeta Gushta (710) luljeta.gushta@univlora.edu.al • Dr. Eljona Proko (710) (610) eljona.proko@univlora.edu.al • Dr. Arta Lugaj (511) arta.lugaj@univlora.edu.al • Prof. asoc. Flora Qarri (531) flora.qarri@univlora.edu.al • Prof. asoc. Llambrini Sota (541) llambrini.sota@univlora.edu.al • Dr. Majlinda Zahaj (913) majlinda.zahaj@univlora.edu.al • Dr. Ela Peto (913) ela.peto@univlora.edu.al • Prof. asoc. Xhiliola Agaraj (1015) (410) xhiliola.agaraj@univlora.edu.al • Prof. asoc. Filloreta Madani (411) (412) filloreta.madani@univlora.edu.al • PhD Erjon Hitaj (421) erjon.hitaj@univlora.edu.al • Prof. asoc. Armela Panajoti (220) armela.panajoti@univlora.edu.al	
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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	TO	Subject area code * [ISCED]		Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]					Student Mobility for Studies	Student Mobility for Traineeships *
						[total number of months of the study periods or average duration*]	[for Master and PhD degrees 2015-2017]
TR ERZURUM01	Vlorë	311	Economics		1st	2x5=10 months (Included Master and doctorate degree)	
		710	Engineering/Computer Engineering/Electrical Engineering/Mechanical Engineering				
		511	Biology				
		531	Chemistry				

		541	Mathematics			
		913	Nursing/ Midwifery			
		1015	Tourism Management			
		411	Accounting			
		412	Finance			
		410	Business and Administration			
		421	Law			
		220	Faculty of Humanities (English)			
		610	Information Technology			
TR ERZURUM01	Vlorë	311	Economics	2nd	2x5=10 months (Included bachelor and doctorate degree)	
		412	Finance			
		410	Business and Administration			
		913	Nursing			
		710	Computer Engineering			
		541	Mathematics			
		533	Physics			
		110	Education (Chemistry)			
TR ERZURUM01	Vlorë	541	Mathematics	3rd	2x5=10 months (Included master and bachelor degree)	
Vlorë	TR ERZURUM01	311	Economics	1st	2x5=10 months (Included Master and doctorate degree)	
		710	Engineering/Computer Engineering/Electrical Engineering/Mechanical Engineering			
		511	Biology			
		531	Chemistry			
		541	Mathematics			
		913	Nursing/ Midwifery			
		1015	Tourism Management			
		411	Accounting			
		412	Finance			
		410	Business and Administration			

		421	Law			
		220	Faculty of Humanities (English)			
		610	Information Technology			
Vlorë	TR ERZURUM01	311	Economics	2nd	2x5=10 months (Included bachelor and doctorate degree)	
		412	Finance			
		410	Business and Administration			
		913	Nursing			
		710	Computer Engineering			
		541	Mathematics			
		533	Physics			
		110	Education (Chemistry)			
Vlorë	TR ERZURUM01	541	Mathematics	3rd	2x5=10 months (Included master and bachelor degree)	

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 ERZURUM01	Vlorë	311	Economics	2x7= 35 days	1x7= 7 days
		710	Engineering/Computer Engineering/Electrical Engineering/Mechanical Engineering		
		511	Biology		
		531	Chemistry		
		541	Mathematics		
		913	Nursing/ Midwifery		
		1015	Tourism Management		
		411	Accounting		

		412	Finance		
		410	Business and Administration		
		421	Law		
		220	Faculty of Humanities (English)		
		610	Information Technology		
Vlorë	TR ERZURUM01	311	Economics	2x7= 35 days	1x7= 7 days
		710	Engineering/Computer Engineering/Electrical Engineering/Mechanical Engineering		
		511	Biology		
		531	Chemistry		
		541	Mathematics		
		913	Nursing/ Midwifery		
		1015	Tourism Management		
		411	Accounting		
		412	Finance		
		410	Business and Administration		
		421	Law		
		220	Faculty of Humanities (English)		
		610	Information Technology		

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ERZURUM01		Turkish	English	B1 (English)	B1 (English)
Vlorë		Albanian	English	B1 (English)	B1 (English)

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 organizational 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

University of Vlora "Ismail Qemali" shall nominate the selected students and staff for mobility at Atatürk University by sending the following documents to the Office of International Affairs:

Compulsory documents for nomination of the selected candidates:

1. Selection Committee Report
2. Home University Confirmation Letter
3. English Proficiency Document
4. Transcript of Records
5. Copy of Passport / National ID Card
6. Learning Agreement for study - for students (according to the provided template)
7. Staff Mobility for Teaching Agreement – for staff (according to the provided template)
8. Medical insurance can complete in Turkey which covered for the whole period of the mobility, covering all costs for urgent medical care and emergency hospital treatment, accident and serious illness (including permanent or temporary incapacity), death and repatriation.

The documents shall be sent by e-mail to Office of International Affairs.

Atatürk University has an online guide to welcome students and staff with disabilities:
<http://eobs.atauni.edu.tr>

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TR ERZURUM01	15 th July	15 th December
Vlore	1 st of July	1 st of December

[* 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 2018 will only take effect as of 1 September 2019. 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' guide. 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.]

Grading system at Ataturk University is given below:

ATATURK UNIVERSITY

ECTS Credits:

GRADES: The Student Exchange Office recommends the following grading equivalency table:

100 Üzerinden Aralıklar		Bağıl Notların T-Skorları'na Göre Alt Sınırları							
(Sınıf ortalaması)									
Sınıf Düzeyi	Alt sınır	Üst Sınır	AA	BA	BB	CB	CC	DC	DD
Mükemmel	80,00	100,00	57	52	47	42	37	32	27
Üstün Başarı	70,00	79,99	59	54	49	44	39	34	29
Çok İyi	62.50	69,99	61	56	51	46	41	36	31
İyi	57.50	62,49	63	58	53	48	43	38	33
Ortanın Üstü	52.50	57,49	65	60	55	50	45	40	35
Orta	47.50	52,49	67	62	57	52	47	42	37
Zayıf	42.50	47,49	69	64	59	54	49	44	40
Kötü	0	42,49	71	66	61	56	51	47	43

Also, information and assistance can be provided by the following contact points and information sources:

Atatürk University: <http://eobs.atauni.edu.tr>

University of Vlora "Ismail Qemali" scale

Points (%)	Examination (Alphabetical point scale)	Grades	Description of the local grade in Albanian
90-100	A "excellent"	10	"shkëlqyeshëm"
80-89	B "very good"	9	"shumë mirë"
70-79	C "good"	8	"mirë"
60-69	D "satisfactory"	7	"kenaqshëm"
50-59	E "sufficient"	6	"mjaftueshëm"
40-49	E "pass"	5	"kalueshëm"
0-39	FX "fail"	1-4	"jokalues"

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Vlore	Projects & International Relations Office international@univlora.edu.al	www.univlora.edu.al
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx

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:

Atatürk University: <http://eobs.atauni.edu.tr>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Vlore	Projects & International Relations Office international@univlora.edu.al	www.univlora.edu.al https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx

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:

Atatürk University: <http://eobs.atauni.edu.tr>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Vlore	Projects & International Relations Office international@univlora.edu.al	www.univlora.edu.al https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx

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
Vlore	Projects & International Relations Office international@univlora.edu.al E-mail: trajtimi.studentit.vlore@gmail.com Phone: +355 33 408 121; +355 693593444 Facebook: Qyteza Student Vlorë Instagram: Qyteza Student Vlorë Address: L: "Isa Boletini" Rr. "Sulejman Delvina", 9400 Vlorë	www.univlora.edu.al
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Taşkın ÖZTAŞ Head of Office of International Affairs and Erasmus Institutional Coordinator	/12/2019	
Vlore	Prof. Dr. Roland ZISI RECTOR	29.12.2019	

