



# Erasmus+ Programme

## Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2019-2022

between institutions from  
programme and partner countries  
[Minimum requirements]<sup>2</sup>

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	Website (e.g. of the course catalogue)
Giresun University Faculty of Tourism	TR GİRESUN01	<b>Administrative contact:</b> Erasmus Ofisi, GüreYerleşkesi, Rektörlük Binası, Giresun, Turkey erasmus@giresun.edu.tr Tel: +90 454 310 14 00 <b>Departmental contact:</b> Dr. Paşa Mustafa ÖZYURT Tourism Faculty, Erasmus Coordinator pasa.mustafa@giresun.edu.tr
Universitas Mercatorum  Telematic University of Italy Chambers of Commerce	IROMA34	<b>Administrative contact:</b> Simone Costa, T.: +3906 88373300 simone.costa@unimercatorum.it <b>Academic contact:</b> Dr. Aurora Cavallo, Coordinator of the degree course in Tourism and Erasmus Coordinator a.cavallo@unimercatorum.it

### B. Mobility numbers<sup>4</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year]

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates:

<sup>4</sup> 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>



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]	Subj ect area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR GİRESUN01	IROMA34	1015	Tourism & Recreation Gastronomy	1 <sup>st</sup> 2 <sup>nd</sup>	3x6 months	-
IROMA34	TR GİRESUN01	1015	Tourism & Recreation Gastronomy	1 <sup>st</sup> 2 <sup>nd</sup>	3x6 months	-

[\*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]	Subjec t 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 GİRESUN01	IROMA34	1015	Tourism & Recreation Gastronomy	2 x 1 week	
IROMA34	TR GİRESUN01	1015	Tourism & Recreation Gastronomy	2 x 1 week	

### 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	Optional:	Language	Language	Recommended language of
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\*For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>



institution [Erasmus code]	Subject area	instruction level <sup>5</sup>			
		of instructio n 1	of instructio n 2	Student Mobility for Studies  Minimum re- commended level: B1	Staff Mobility for Teaching  Minimum recommended level: B2
IR GİRESUN01		Turkish	English	B1: English	B2: English
IROMA34		Italian			

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**<sup>6</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_the\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php)

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

<sup>6</sup>Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



- 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**

*[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*



## F. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR GİRESUN01	July 15 <sup>th</sup>	December 15 <sup>th</sup>
IROMA34		

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

2. The receiving institution will send its decision **within 3 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. [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."]*

## G. Information

### 1. Grading systems of the institutions

#### TR GİRESUN 01

Description of the institutional grading system:

Grading Scale 1	Grading Scale 1	4 Point Grading Scale	Percentage Values	Definition
A+	AA	4.00	90 – 100	EXCELLENT
A	BA	3.50	85 – 89	VERY GOOD
B+	BB	3.00	80 – 84	VERY GOOD
B	CB	2.50	75 – 79	GOOD
C+	CC	2.00	70 – 74	GOOD
C	DC	1.50	60 – 69	SATISFACTORY
D+	DD	1.00	50 – 59	SUFFICIENT
D	ED	0.50	30 – 49	FAIL
E+	EE	0.25	01 – 29	FAIL
E	FE	0.00	DZ	UNATTENDED

### 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 n [Erasmus code]	Contact details (email, phone)	Website for information
TR GİRESUN01	erasmus@giresun.edu.tr	<a href="http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa">http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa</a>
IROMA34	simone.costa@unimerctaurum.it	<a href="http://www.unimerctaurum.it">www.unimerctaurum.it</a>

### **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 GİRESUN01	erasmus@giresun.edu.tr	<a href="http://erasmus.giresun.edu.tr">erasmus.giresun.edu.tr</a>
IROMA34	simone.costa@unimerctaurum.it	<a href="http://www.unimerctaurum.it">www.unimerctaurum.it</a>

### **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 GİRESUN01	erasmus@giresun.edu.tr	<a href="http://erasmus.giresun.edu.tr">erasmus.giresun.edu.tr</a>
IROMA34	simone.costa@unimerctaurum.it	<a href="http://www.unimerctaurum.it">www.unimerctaurum.it</a>

## **H. SIGNATURES OF THE INSTITUTIONS (legal representatives)**



Institution [Erasmus code]	Name, function	Date	Signature
TR GİRESUN01	Prof. Dr. Yılmaz CAN Rector	11.11. 2019	
IROMA34	Prof. G. Cannata Rector		