

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

**Inter-institutional agreement 2014-20[19]**  
**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 organisation 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**

<b>Full name of the institution / country</b>	<b>Erasmus code or city</b>	<b>Contact details (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<b>ATATÜRK UNIVERSITY</b>	<b>TR ERZURUM01</b>	<b>Head, Office of International Affairs and Erasmus Institutional Coordinator</b> Prof. Dr. Taşkın ÖZTAŞ	<a href="http://eobs.atauni.edu.tr/">http://eobs.atauni.edu.tr/</a>
		<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:pinar.ucak@atauni.edu.tr">pinar.ucak@atauni.edu.tr</a> <a href="mailto:oa@atauni.edu.tr">oa@atauni.edu.tr</a>	
		Tel: +90-442-231-3126 Fax: +90-442-231-1039	
		Ataturk University Office of International Affairs Student Affairs Build. 2nd Floor 25240 Erzurum/TURKEY	
<b>UNIVERSITY OF THE INCARNATE WORD</b>		Jose F.Martinez Director of International student & Scholar Services	<a href="https://www.uiw.edu/">https://www.uiw.edu/</a>

		(ISSS) E-mail: <a href="mailto:intl@uiwtx.edu">intl@uiwtx.edu</a>  Phone: +1 (210) 805-5705 Address: Grossman International conference center 847 E. Hildebrand Ave. Suite 200 San Antonio, Texas 78212	
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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 [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  <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
UNIVERSITY OF THE INCARNATE WORD	TR ERZURUM01	410	Business and administration	2x7= 35 days	2x7= 7 days
		710	Engineering and engineering trades		
		288	Arts and humanities		
		320	Journalism and information		
TR ERZURUM01	UNIVERSITY OF THE INCARNATE WORD	410	Business and administration	2x7= 35 days	2x7= 7 days



		710	Engineering and engineering trades		
		288	Arts and humanities		
		320	Journalism and information		

### 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]
UNIVERSITY OF THE INCARNATE WORD		English		C1 (English)	C1 (English)
TR ERZURUM01		Turkish	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. ADDITIONAL REQUIREMENTS

The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution according to the regulations of the Educational, Audiovisual & Cultural Executive Agency (EACEA) and National Agencies.

The Institutions have infrastructures to welcome students and staff with disabilities.

At the receiving institution University of the Incarnate Word:

1. Incoming exchange students must meet admission requirements, complete the online application, and submit supplemental documentation via post:

<http://www.uw.edu/international/admissions/index.html>

2. Exchange students are entitled to enroll in up to 18 credit hours per semester (course list: [https://bannerweb.uwtx.edu/prod/bwckschd.p\\_disp\\_dyn\\_sched](https://bannerweb.uwtx.edu/prod/bwckschd.p_disp_dyn_sched))

3. Students who will be hosted at UIW are required to live on\_campus.
4. Each exchange student will receive access to his/her stUdent account, Course information, housing information, etc. through UIW's CRM "BannerWeb"
5. Incoming exchange students with disabilities are asked to contact the Coordinator of Sister School Partnerships (uersl]ing@uiwtx.edu), who will facilitate communication with Student Disability Services: <http://www.uiw.edu/sds/>
6. The office of the Registra rwill issueofficial transcriptsofastudent's academic record,including courses, grades, GpA, and degree upon request of the student. Transcripts can only be released directly to the student or to a person or entity designated by the student. There is a \$2.90 service fee per transcript, with a lirnit up of 5 per order, Students may request a digital coPY or paper copy mailed via post. Please note: We suggest you do not request a transcriPt until after grades are posted (please see Academic\_Calendar). Be sure to check with the Business Office & the office of the Registrar to see if you have any holds. Transcripts will not be released until all holds are removed.

## 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]
UNIVERSITY OF THE INCARNATE WORD	Nomination&Application Deadline: 1st July Academic Calendar	Nomination&Application Deadline: 1st November Academic Calendar
TR ERZURUM01	Application deadline:15st July Academic Calendar <a href="http://atauni.edu.tr/en/65631">http://atauni.edu.tr/en/65631</a>	Application deadline:15st December Academic Calendar <a href="http://atauni.edu.tr/en/65631">http://atauni.edu.tr/en/65631</a>

[\* 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.*

This Agreement will be effective when it is signed by the representatives of both institutions and will be valid for the time period stated above, It may be subject to revision or modification from time to



time by mutual agreement including the attachment of additional schedules as they are developed. 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. 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.]*

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
UNIVERSITY OF THE INCARNATE WORD	E-mail:intl@uiwtx.edu  Phone☎210)805 5705	<a href="http://my.uiw.edu/registar/academics/grading.scale.html">http://my.uiw.edu/registar/academics/grading.scale.html</a>
TR ERZURUM01	E- mail:erasmus@atauni.edu.tr Phone:+90 442 231 31 26 Fax:+90 442 231 1039	<a href="http://obs.atauni.tr">http://obs.atauni.tr</a>

### 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 or city]	Contact details (email, phone)	Website for information
UNIVERSITY OF THE INCARNATE WORD	International Students&Scholar Services  <a href="mailto:intl@uiwtx.edu">intl@uiwtx.edu</a>  +1-210-805-5705	<a href="https://issuu.com/uiwintl/docs/on-line-version_ca8a2902af7da5">https://issuu.com/uiwintl/docs/on-line-version_ca8a2902af7da5</a>  <a href="https://my.uiw.edu/international-student-and-scholar-services/index.html">https://my.uiw.edu/international-student-and-scholar-services/index.html</a>
TR ERZURUM01	E- mail:erasmus@atauni.edu.tr Phone:+90 442 231 31 26 Fax:+90 442 231 1039	<a href="http://oia.atauni.edu.tr">http://oia.atauni.edu.tr</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 or city]	Contact details (email, phone)	Website for information
UNIVERSITY OF THE INCARNATE WORD	International Students&Scholar Services <a href="mailto:intl@uiwtx.edu">intl@uiwtx.edu</a> +1-210-805-5705	<a href="https://my.uiw.edu/international-student-and-scholar-services/international-handbook/health.html">https://my.uiw.edu/international-student-and-scholar-services/international-handbook/health.html</a>
TR ERZURUM01	E-mail:erasmus@atauni.edu.tr Phone:+90 442 231 31 26 Fax:+90 442 231 1039	<a href="http://oia.atauni.edu.tr">http://oia.atauni.edu.tr</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 or city]	Contact details (email, phone)	Website for information
UNIVERSITY OF THE INCARNATE WORD	International Students&Scholar Services <a href="mailto:intl@uiwtx.edu">intl@uiwtx.edu</a> +1-210-805-5705	<a href="https://issuu.com/uiwintl/docs/on-line-version_ca8a2902af7da5">https://issuu.com/uiwintl/docs/on-line-version_ca8a2902af7da5</a> Housing: <a href="http://my.uiw.edu/housing/ndex.html">http://my.uiw.edu/housing/ndex.html</a>
TR ERZURUM01	E-mail:erasmus@atauni.edu.tr Phone:+90 442 231 31 26 Fax:+90 442 231 1039	<a href="http://eobs.atauni.edu.tr/Default.aspx">http://eobs.atauni.edu.tr/Default.aspx</a>