



**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**

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
<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:oia@atauni.edu.tr">oia@atauni.edu.tr</a>	
		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	
<b>MOSCOW CITY UNIVERSITY, RUSSIA</b>	<b>MOSCOW PIC: 925640058</b>	<b>Institutional Coordinator:</b> Daria Milyaeva, Head of International Relations Department	<a href="https://www.mgpu.ru/">https://www.mgpu.ru/</a> <a href="https://en.mgpu.ru/education/institutes/">https://en.mgpu.ru/education/institutes/</a> <a href="https://www.mgpu.ru/programs/">https://www.mgpu.ru/programs/</a>

		+7 495 607 14 36 Inter@mgpu.ru	
		Moscow City University International Relations Department  5B Malyj Kazennyj pereulok, Moscow, Russia, 105064	

### 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject 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	Student Mobility for Traineeships *  [This column is only filled out.]
					[total number of months of the study periods or average duration*]	
TR ERZURUM01	PIC: 925640058	232	Russian Language and Literature	1st and 2nd	1x5=5 months	(For each department)
		114	German Language Teaching			
		221	Philosophy and Religion studies			
		222	History			
		223	Philosophy			
		314	Sociology			
		421	Law			
		511	Biology			
		541	Mathematics			
		114	Mathematics Teaching			
		532	Geography			
		313	Psychological Counselling and Guidance			

		111	Education Science			
		530	Physical Sciences			
		731	Urban and regional planning			
PIC: 925640058	TR ERZURUM01	232	Russian Language and Literature	1st and 2nd	1x5=5 months	
		114	German Language Teaching		(For each department)	
		221	Philosophy and Religion studies			
		222	History			
		223	Philosophy			
		314	Sociology			
		421	Law			
		511	Biology			
		541	Mathematics			
		114	Mathematics Teaching			
		532	Geography			
		313	Psychological Counselling and Guidance			
		111	Education Science			
		530	Physical Sciences			
		731	Urban and regional planning			

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
TR ERZURUM01	PIC: 925640058	232	Russian Language and Literature	1x7= 7 days	1x7= 7 days

		114	German Language Teaching		
		221	Philosophy and Religion studies		
		222	History		
		223	Philosophy		
		314	Sociology		
		421	Law		
		511	Biology		
		541	Mathematics		
		114	Mathematics Teaching		
		532	Geography		
		313	Psychological Counselling and Guidance		
		111	Education Science		
		530	Physical Sciences		
		731	Urban and regional planning		
PIC: 925640058	TR ERZURUM01	232	Russian Language and Literature	1x7= 7 days	1x7= 7 days
		114	German Language Teaching		
		221	Philosophy and Religion studies		
		222	History		
		223	Philosophy		
		314	Sociology		
		421	Law		
		511	Biology		
		541	Mathematics		
		114	Mathematics Teaching		
		532	Geography		

		313	Psychological Counselling and Guidance		
		111	Education Science		
		530	Physical Sciences		
		731	Urban and regional planning		

### 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)
PIC: 925640058		Russian	English	B1 (English) A2 (Russian)	B1 (English) A2 (Russian)

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](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

### Moscow City University (MCU) requirements

The sending institution shall nominate the selected students and staff for mobility at Moscow City University (MCU) by sending the following documents to the International Relations Department:

Compulsory documents for nomination of the selected candidates:

1. Nomination Letter, signed and stamped by the sending institution

Additional documents after nomination:

1. Accommodation/Application form signed by nominated students
2. Copy of passport/travel document for visa issuance

The documents shall be sent by e-mail to the International Relations Department.

3. Learning Agreement for study - for students (according to the provided template)
4. Staff Mobility for Teaching Agreement – for staff (according to the provided template)
5. Certificate for the enrolment of the student at the partner University during the whole period of the mobility at Moscow City University
6. Medical insurance valid for the Russian Federation 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.

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

### Students with disability services at Moscow City University (MCU)

MCU provides access for students with disabilities to all University's buildings.

## 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 <sup>th</sup> July	15 <sup>th</sup> December
PIC: 925640058	01 <sup>th</sup> July	15 <sup>th</sup> November

[\* 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.]*

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

**MOSCOW CITY UNIVERSITY:** <https://en.mgpu.ru/>

Additional information can be found: <http://nic.gov.ru/en/inrussia/eduinfo/levels>

### 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
TR ERZURUM01	<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:olia@atauni.edu.tr">olia@atauni.edu.tr</a> +90-442-231- 3126-3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>
PIC: 925640058	<a href="mailto:inter@mgpu.ru">inter@mgpu.ru</a> +7 495 607 14 36	<a href="https://en.mgpu.ru/international/student-support/visa-registration/">https://en.mgpu.ru/international/student-support/visa-registration/</a> <a href="http://www.turkey.mid.ru/eng/cons_visa.html">http://www.turkey.mid.ru/eng/cons_visa.html</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
TR ERZURUM01	<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:cia@atauni.edu.tr">cia@atauni.edu.tr</a> +90-442-231- 3126-3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>
PIC: 925640058	<a href="mailto:inter@mgpu.ru">inter@mgpu.ru</a> +7 495 607 14 36	<a href="https://en.mgpu.ru/international/student-support/health-insurance/">https://en.mgpu.ru/international/student-support/health-insurance/</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:

**MCU will guide incoming mobile participants in getting accommodation at University dorm («MCU hotel»):** <https://en.mgpu.ru/international/student-support/accommodation/>

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
TR ERZURUM01	<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:cia@atauni.edu.tr">cia@atauni.edu.tr</a> +90-442-231- 3126-3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>
PIC: 925640058	<a href="mailto:inter@mgpu.ru">inter@mgpu.ru</a> +7 495 607 14 36	<a href="https://en.mgpu.ru/international/student-support/accommodation/">https://en.mgpu.ru/international/student-support/accommodation/</a> <a href="https://www.mgpu.ru/hotel/">https://www.mgpu.ru/hotel/</a>

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Taşkın ÖZTAŞ  <b>Head of Office of International Affairs and Erasmus Institutional Coordinator</b>	28/09/2018	 
Moscow City University (MCU) PIC: 925640058	Daria Milyaeva  <b>Head of International Relations Department</b>	30/09/2018	