

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

**Inter-institutional agreement 2014-20[20]**  
**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:sergun.kaya@atauni.edu.tr">sergun.kaya@atauni.edu.tr</a> <a href="mailto:oi@atauni.edu.tr">oi@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>RYAZAN STATE AGROTECHNOLOGICAL UNIVERSITY NAMED AFTER P.A. KOSTYCHEV</b>		<b>Head of International Department</b>  Vinogradov Dmitriy Valerievich  Doctor of Biological Science,  Full Professor	<a href="http://english.rgatu.ru/">http://english.rgatu.ru/</a>
		<a href="mailto:in-rgatu@rambler.ru">in-rgatu@rambler.ru</a>  Phone/Fax: (4912) 37-28-96  Address: 390044, Ryazan, Kostychev Str., 1 Ryazan Russia 390044	

## 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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *  [Not relevant for calls 2015-2017]
TR ERZURUM01	Ryazan State Agrotechnological University Named After P.A. Kostychev	731	Psychological Counselling and Guidance	1st /2nd	1x5=5 months  (For each department)	
		841	Architecture and Town Planning Veterinary			
		411	Accounting			
		413	Management and Administration			
		311	Economics			



		810	Agriculture			
Ryazan State Agrotechnological University Named After P.A. Kostychev	TR ERZURUM01	731	Architecture and Town Planning	1st/2nd	1x5=5 months  (For each department)	1x3=3 months
		841	Veterinary			
		411	Accounting			
		413	Management and Administration			
		311	Economics			
		810	Agriculture			

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	Ryazan State Agrotechnological University Named After P.A. Kostychev	731	Architecture and Town Planning	5x7= 35 days	-
		841	Veterinary		
		411	Accounting		
		413	Management and Administration		
		311	Economics		
		810	Agriculture		
Ryazan State Agrotechnological University Named After P.A. Kostychev	TR ERZURUM01	731	Architecture and Town Planning	1x7= 7 days	1x7= 7 days
		841	Veterinary		
		411	Accounting		
		413	Management and Administration		
		311	Economics		
		810	Agriculture		

### 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)
Ryazan State Agrotechnological University Named After P.A. Kostychev		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**

### **Ryazan State Agrotechnological University Named After P.A. Kostychev requirements:**

When applying (in Russian) for admission to the University a foreigner submits the following documents:

- A copy of the identity document of the applicant or the identity document of a foreign citizen in the Russian Federation in accordance with Article 10 of the Federal Law of July 25, 2002 # 115-FZ "On the Legal Status of Foreign Citizens in the Russian Federation) (Collected Legislation of the Russian Federation, 2002, # 30, art. 3032);
  - The original of a state document on education (or its certified copy), or the original foreign state document on education and (or) qualification recognized in the Russian Federation as a state document on education (or its certified copy), and also in the case provided for by the legislation of the Russian Federation a copy of the certificate of recognition of the document
  - A certified translation into Russian of a foreign state education qualification document and a supplement to it (if it is provided by the legislation of the state of origin);
  - A copy of an entry visa to the Russian Federation if a foreigner arrived in the Russian Federation with an entry visa;
  - Copies of documents or other evidence confirming a living abroad compatriot's belonging to groups mentioned in Article 17 of the Federal Law # 99-FZ;
  - 4 photos 3x4.
  - All translations into Russian should be written for the name and surname mentioned in the entry visa.
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The sending institution shall nominate the selected students and staff for mobility at Ryazan State Agrotechnological University Named After P.A. Kostychev 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 Ryazan State Agrotechnological University Named After P.A. Kostychev.
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>

## 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
Ryazan State Agrotechnological University Named After P.A. Kostychev	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>

**Ryazan State Agrotechnological University Named After P.A. Kostychev:**

## 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:

**Ryazan State Agrotechnological University Named After P.A. Kostychev requirements:**

### **VISA-FREE COUNTRIES**

Each time a foreign citizen enters the territory of the Russian Federation he or she is obliged to visit within 3 working days MSD 1 Education Building, Room 318 for migration registration and provide the following documents:

Passport (original);

- Copy of passport (with personal data and valid) - 2 copies;
- Migration Card (original) with a mark of border control and the purpose of entry "Study";
- Copy of the migration card - 2 copies;
- Copy of the contract for training (for students on a contractual basis) - 1 copy.

**To extend the migration registration one must visit MSD no later than 3 days prior to the expiration of the registration.**

### **VISA COUNTRIES**

#### **1. Official Invitation**

To obtain a visa to enter the Russian Federation, you will need an official invitation of the established form.

To get the invitation one should:

- Fill in the questionnaire for the invited person in Russian or English and send it to us via e-mail ( [interdep@rgatu.ru](mailto:interdep@rgatu.ru)):
  - [questionnaire in Russian](#) ;
  - [questionnaire in English](#) ;
- Send by e-mail ( [interdep@rgatu.ru](mailto:interdep@rgatu.ru)) the scanned page of the passport containing personal details and passport validity.

**WARNING:** passport validity should not expire earlier than 1.5 years from the date of entry into the Russian Federation.

The term of an official invitation should not exceed 30 days. The official invitation issued by the migration service officials will be sent to you in the original (if required) or by e-mail (fax). When



you receive the invitation you should contact the Consular Section of the Embassy of the Russian Federation in your country to get a single entry study visa.

## **2. The primary entry to the Russian Federation and the migration registration for those who arrived in Russia with a study visa up to 3 months**

For the registration of a multiple study visa and extension of the stay on the territory of the Russian Federation a foreign citizen must arrive within 3 working days to the International Department Room 318 and provide the following documents:

- Passport (original);
- Passport copy (personal details and passport validity) – 4 copies;
- Visa (original);
- Visa copy – 4 copies;
- Migration card (original) with a mark of border control and the purpose of entry "Study";
- Migration card copy – 4 copies;
- Copy of the contract (for students on a contractual basis) - 1 copy;
- Receipt of the state duty payment in the amount of 1600 rubles. Paid in Sberbank;
- 5 photos size 3.0\*4.0 cm, matte (black and white or color).

## **3. Extending multiple study visa and extension of stay on the territory of the Russian Federation**

To extend the multiple study visa and the stay on the territory of the Russian Federation a foreign citizen is obliged to be a month before the end of the previous study visa in MSD Room 318 1 Education Building and submit the following documents:

- Passport (original);
- Passport copy (personal details and passport validity) – 4 copies;
- Visa (original);
- Visa copy – 4 copies;
- Migration card (original) with a mark of border control and the purpose of entry "Study";
- Migration card copy – 4 copies;
- Copy of the contract (for students on a contractual basis) - 1 copy;
- Receipt of the state duty payment in the amount of 1600 rubles. Paid in Sberbank;
- 5 photos size 3.0\*4.0 cm, matte (black and white or color).

Each time a foreign citizen enters the territory of the Russian Federation he or she is obliged to be within 3 working days in the MSD Room 318 to get migration registration and submit the following documents:

- Passport (original);
- Passport copy (personal details and passport validity) – 2 copies;
- Migration card (original) with a mark of border control and the purpose of entry "Study";
- Migration card copy – 2 copies;
- Visa (original);
- Visa copy – 2 copies;
- Notification of a foreign citizen arrival - 1 copy.

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

### 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:

**Ryazan State Agrotechnological University Named After P.A. Kostychev:** Voluntary Health Insurance

In accordance with the requirements of the University students have to show annually to the International Department VHI (Voluntary Health Insurance) policy. For information, contact Irina Titova (room. 318, tel. (4912) 37-28-96).

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

### 4. Housing

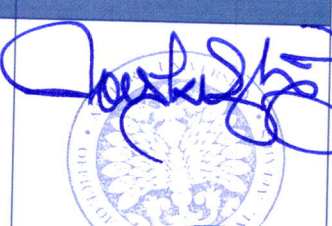
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Ryazan State Agrotechnolo gical University Named After P.A. Kostychev	<a href="mailto:in-rgatu@rambler.ru">in- rgatu@rambler.ru</a> Telephone/fax: +7 (4912) 37- 28-96	<a href="http://english.rgatu.ru/index.php?option=com_content&amp;view=article&amp;id=63%3Ahostels&amp;catid=50%3Ahostels&amp;Itemid=62">http://english.rgatu.ru/index.php?option=com_content&amp;view=article&amp;id=63%3Ahostels&amp;catid=50%3Ahostels&amp;Itemid=62</a>
TR ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni. edu.tr</a> Phone: +90442 231 3126/3	<a href="http://eobs.atauni.edu.tr/Default.aspx">http://eobs.atauni.edu.tr/Default.aspx</a>



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

Institution [Erasmus code or name and city]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Taşkin ÖZTAŞ  <b>Head of Office of International Affairs and Erasmus Institutional Coordinator</b>	28/06/2019	
<b>Ryazan State Agrotechnological University Named After P.A. Kostychev</b>	Vinogradov Dmitriy Valerievich  <b>Doctor of Biological Science, Full Professor</b>  <b>Head of International Department</b>	01/07/2019	