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Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2020
between programme 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 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	Contact details (email, phone)	Website (eg. of the course catalogue)
ATATÜRK UNIVERSITY	TR ERZURUM01	Erasmus Institutional Coordinator Prof. Dr. Fahri Yavuz erasmus@atauni.edu.tr uia@atauni.edu.tr Tel: +90-442-231-1058/3 Fax: +90-442-231-1039 Ataturk University Office of International Affairs Rectorate Building #409 25240 Erzurum/TURKEY	http://eobs.atauni.edu.tr/
Obchodní akademie a VOŠ (Business Academy and Higher Professional School)	CZ VALASSK01	Erasmus Institutional Coordinator RNDr. Anna Neumanová phone: +420 571 755 539, mobile: 737 627 259 email: anna.neumanova@seznam.cz	www.oavm.cz http://www.oavm.cz/erasmus/index.html

B. Mobility numbers per 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	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies (Student number x month=)	Student Mobility for Traineeships
TR ERZURUM01	CZ VALASSK01	140	Teacher training and education science (ENG)	1 st 2 nd 3 rd	4x5=20 4 student 5 months	—
		340	Business Administration			
		481	Computer Science			
CZ VALASSK01	TR ERZURUM01	140	Teacher √ training and education science (ENG)	1 st 2 nd 3 rd	4x5=20 4 student 5 months	—
		340	Business Administration √			
		481	Computer √ Science			

[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]	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
				<i>(total number of days of teaching periods or average duration)</i>	
TR ERZURUM01	CZ VALASSK01	140	Teacher training and education science (ENG)	3x5=15 3 staff 5 days	3x7=21 3 staff 7 days
CZ VALASSK01	TR ERZURUM01	340	Business Administration	3x5=15 3 staff 5 days	3x7=21 3 staff 7 days
		481	Computer Science		
		140	Teacher training and education science (ENG)		

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies <i>(Minimum recommended level: B1)</i>	Staff Mobility for Teaching <i>(Minimum recommended level: B2)</i>
TR ERZURUM01	_	ENGLISH	_	A2-B1	A2-B1
CZ VALASSK01		ENGLISH		A2-B1	A2-B1

D. Additional requirements

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

Business Academy and Higher Professional School :

<http://www.oavm.cz/erasmus/index.html>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
TR ERZURUM01	June 30	November 30
CZ VALASSK01	May 31	November 30

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. [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."]

F. Information

1. Grading systems of the institutions

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

Business Academy and HPS in Valašské Meziříčí:

1A, 1B, 2B, 2C, 2D, 3D, 3E

(A – Excellent / B – Very good / C – Good / D – Average / E – Sufficient / F – Fail)

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]	Contact details (email, phone)	Website for information
TR ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from

	+90-442-231-1058/3	Turkey)
CZ VALASSK01	Anna Neumanová Anna.neumanova@seznam.cz Tel: +420 737 627 259	http://www.studyin.cz/living/

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 ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr
CZ VALASSK01	Anna Neumanová Anna.neumanova@seznam.cz Tel: +420 737 627 259	http://www.oavm.cz/erasmus/incoming.html




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 ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr
CZ VALASSK01	Anna Neumanová Anna.neumanova@seznam.cz Tel: +420 737 627 259	http://www.oavm.cz/erasmus/incoming.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)*

Institution [Erasmus code]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	07.02.2014	 OFFICE OF INTERNATIONAL AFFAIRS RECTORATE BUILDING 4th FLOOR 25240 ERZURUM - TURKEY
CZ VALASSK01	Mgr. Aleš Kubiček Headmaster	14.02.2014	 

*Scanned signatures are accepted.