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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/
Universidad de Santiago de Compostela	E SANTIAGO01	Institutional Coord.: E. López Veloso International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 - Fax 0034 881 812 843 - e-mail: erasmus@usc.es Departmental Coord: Rodriguez Pedreira, Nuria E-mail: nuria.rodriguez@usc.es Faculty: Faculty of Philology	http://www.usc.es/

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	E SANTIAGO1	222	Foreign Languages (French)	1 st	4x5=20 4 student 5 months	--
E SANTIAGO1	TR ERZURUM01	222	Foreign Languages (French)	1 st	4x5=20 4 student 5 months	--

[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 (total number of days of teaching periods or average duration)	Staff Mobility for Training
TR ERZURUM01	E SANTIAGO1	222	Foreign Languages (French)	3x5=15 3 staff 5 days	3x7=21 3 staff 7 days
E SANTIAGO1	TR ERZURUM01	222	Foreign Languages (French)	3x5=15 3 staff 5 days	3x7=21 3 staff 7 days

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 (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
TR ERZURUM01	–	ENGLISH	–	A2-B1	A2-B1
E SANTIAGO1		Spanish	Galician	B1 Spanish DELE ¹ certificate	B1 in Spanish or B2 in English recommended No certificate is required.

D. Additional requirements

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

E SANTIAGO1:

- Incoming Erasmus students must take at least 50% of their workload from the USC Faculty that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties.
- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the USC Faculty that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, based on the proposed working plan and the availability of the department, service or unit to host visitors.
- The University of Santiago de Compostela welcomes students and staff with disabilities, providing information and assistance through its University Integrations Service. Further information is available at:
<http://www.usc.es/en/serviz/os/sepiu/integracion.html>

E. Calendar

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

Receiving institution	Autumn term	Spring term
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¹ *Diploma de Español como lengua extranjera. If not available, we may accept other certificates of Spanish as a foreign language, or at least formal confirmation from the home university that student has B1 level Spanish.

[Erasmus code]	[month]	[month]
TR ERZURUM01	June 30	November 30
E SANTIAGO1	Nomination: 30 June Application: 15 July	Nomination: 31 October Application: 30 November

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>

E SANTIAGO1:

Local Grade		ECTS Grade	Definition
Matrícula de Honor	10	A+	EXCELENT - Outstanding performance with only minor errors. Just in very exceptional cases
Sobresaliente	9-9.9	A	VERY GOOD - Above the average standard but with some errors
Notable	7-8.9	B	GOOD - Generally sound work with a number of notable errors
Aprobado	5-6.9	C/D/E	SATISFACTORY/SUFFICIENT - Performance meets the minimum criteria. Average performance
Suspenso	0-4.9	F/FX	FAIL - Failed
Apto	-	-	PASS - Passed

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 +90-442-231-1058/3	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey)
E SANTIAGO1	international@usc.es	http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx

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
E SANTIAGO1	international@usc.es	http://ec.europa.eu/social/main.jsp?langId=en&catId=559 All incoming Erasmus students are charged 15 euro for a compulsory insurance for international students

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	http://eobs.atauni.edu.tr

	+90-442-231-1058/3	
E SANTIAGO1	erasmus@usc.es ; mobilidade.sur@usc.es	http://www.usc.es/en/servizos/sur/index.html A yearly call for applications is published in May. Incoming students who wish to be placed in one of the dormitories must take part in that call.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)*

Institution [Erasmus code]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	18.02.2014	 ATATÜRK UNIVERSITY OFFICE OF INTERNATIONAL AFFAIRS RECTORATE BUILDING 4th FLOOR 25240 ERZURUM -TURKEY
E SANTIAGO1	Institutional Coord.: E. López Veloso International Relations Office - Casas Reais nº 8 - E-15782 Santiago de Compostela - Spain Tel. 0034 881 812 854 - Fax 0034 881 812 843 - e-mail: erasmus@usc.es	19/02/2014	 Prof. Erasmo López Veloso 

*Scanned signatures are accepted.