

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2021 **between programme countries**

[Minimum requirements]²

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 details³ (email, phone)	Website (eg. of the course catalogue)
Seinäjoki University of Applied Sciences	SF SEINAJ006	Mr Tapio Pihlajaniemi, Institutional Erasmus Coordinator, Manager of International Affairs Seinäjoki	www.seamk.fi/en http://ops.seamk.fi/en/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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Atatürk University	TR ERZURUM 01	Erasmus Institutional Coordinator Prof. Dr. Fahri Yavuz erasmus@atauni.edu.tr oia@atauni.edu.tr Tel: +90-442-231-1461/3 Fax: +90-442-231-1039 Ataturk Universitesi Dış İlişkiler Ofisi Yeni Öğrenci İşleri Binası 2. Kat 25240 Erzurum/TURKEY	
[]			

B. Mobility numbers⁴ 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 *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

SF SEINAJ006	TR ERZURU M 01	34	International Business Business Administration	1 st , 2 nd , 3 rd	1x5=5 (Months)	3x2=6 (Months)
		723	Nursing	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
		629	Agriculture	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
		541	Food Processing and Biotechnology	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
		812	Food and Hospitality	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
TR ERZURUM 01	SF SEINAJ0 06	34	International Relations – Business Administration	1 st , 2 nd , 3 rd	1x5=5 (Months)	3x2=6 (Months)
		723	Nursing	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
		629	Agriculture	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
		541	Food Engineering	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)
		812	Gastronomy And Culinary Arts	1st , 2nd , 3rd	1x5=5	3x2=6 (Months)

[*Optional. 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	TO	Subject	Subject	Number of staff mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training
SF SEINAJ006	TR ERZURUM 01	34	International Relations - Business Administration ✓	1x5=5 (days)	TBD
		723	Nursing ✓	1x5=5 (days)	TBD
		629	Agriculture ✓	1x5=5 (days)	TBD
		541	Food Engineering ✓	1x5=5 (days)	TBD
		812	Gastronomy And Culinary Arts ✓	1x5=5 (days)	TBD
TR ERZURUM 01	SF SEINAJ006	34	International Relations - Business Administration	1x5=5 (days)	TBD
		723	Nursing	1x5=5 (days)	TBD
		629	Agriculture	1x5=5 (days)	TBD
		541	Food Engineering	1x5=5 (days)	TBD
		812	Gastronomy And Culinary Arts	1x5=5 (days)	TBD

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SF SEINAJ006		English		B1	B2
TR ERZURUM 01		English		A2- B1	B2

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

SF SEINAJ006. The sending institution is responsible for student and staff meeting the selection criteria.

Both institutions provide the orientation for the incoming and outbound students and staff.

Tutoring and extracurricular activities will be offered for incoming students.

Foreign students with a disability planning to study at the Seinäjoki University of Applied Sciences should contact the personnel at the International Affairs Office in advance for information about the facilities available for studies and accommodation

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

⁵ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see
<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SF SEINAJ006	15 th of May	15 th of November
TR ERZURUM01	June 30	November 30

[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 5 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

This agreement shall remain in force for a period of mentioned at the first page and it may be extended by a written agreement of both sides. Both sides may, notwithstanding the foregoing provision, terminate the agreement by one academic year's written notice to the other side. 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

SFSEINAJ006: <http://ops.seamk.fi/en/index.php?part=si&page=ects>
<http://www.seamk.fi/en/Studies/Information-for-International-Education/ECTS-and-Diploma-Supplement>

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. 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.]

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
SF SEINAJ06	international.office@seamk.fi	http://www.seamk.fi/en/Studies/Practical-Information-for-Students/Entry-Formalities
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)

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
SF SEINAJ06	international.office@seamk.fi	http://ops.seamk.fi/en/index.php?part=os&page=vakuutus http://www.seamk.fi/en/Studies/Practical-

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

		<u>Information for Students/Health Services</u>
TR ERZURUM 01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr

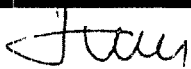
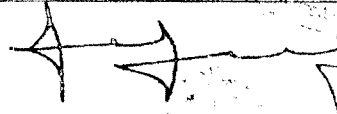
4. Housing

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
SF SEINAJ 006	international.office@seamk.fi	http://ops.seamk.fi/en/index.php?part=os&page=elinkustannuksetjaasuminen
TR ERZURU M01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
SF SEINAJ006	Dr Tapio Varmola, President	8/3/2016	
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	09/02/ 2016	

⁷ Scanned signatures are accepted