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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 oia@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/
UNIVERSITE DE PICARDIE JULES VERNE UFR LETTRES	F AMIENS01	Erasmus Institutional Coordinator Prof. Wolfgang Sabler melanie.alves@u-picardie.fr dai@u-picardie.fr Direction des Affaires Internationales Chemin du Thil - Campus 80025 Amiens cedex 1 / FRANCE camille.guyon-lecoq@u-picardie.fr	http://www.u-picardie.fr/ Courses catalogue: http://www.u-picardie.fr/catalogue-formation/co/Catalogue_UPJV/co/Catalogue_UPJV.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	F AMIENS01	222	Foreign Languages (French) ✓	1 st	4x5=20 4 students 5 months	–
F AMIENS01	TR ERZURUM01	222	Foreign Languages (French)	1 st	4x5=20 4 students 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	F AMIENS01	222	Foreign Languages (French)	3x5=15 3 staff 5 days	
F AMIENS01	TR ERZURUM01	222	Foreign Languages (French)	3x5=15 3 staff 5 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
F AMIENS01		FRENCH		B1	B2

D. Additional requirements

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

F AMIENS01

- Students selected at their home universities for an academic exchange stay at UPJV must fill in an online Application Form on <https://u-picardie.moveonnet.eu/moveonline/incoming/> after the nomination of their home university.
- All steps and procedures will be sent by email directly to the student after receiving the nomination by the home university.
- Incoming students will receive (by e-mail) a letter of admission and a letter containing useful information on their academic exchange stay at the UAB.
- **Enrolment.** According to their home University, incoming students can take courses in all our faculties/centres located in Amiens. They can also mix all the level of studies provided the approval of their home coordinator and UPJV's departmental coordinator.
- **Teaching Staff Mobility.** A letter of invitation issued by UPJV is requested before implementing Teaching Staff Mobility.

Infrastructure to welcome students and staff with disabilities

DSVE, Direction de la Scolarité et de la Vie étudiante
Chantal Lebel - Tél.: 03 22 82 72 37

http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&RUBNAV=&CODE=91086261&LANGUE=0

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
F AMIENS01	May 30: nomination deadline June 15: application deadline	October 30: nomination deadline November 15: application deadline

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>

F AMIENS01

ECTS grade		Definition
A	from 14/20 to 20/20	Excellent : Outstanding performance with only minor errors
B	from 12/20 to 14/20	Very good : above the average standard but with some errors
C	from 10/20 to 12/20	Good : generally sound work with a number of notable errors
D	from 8/20 to 10/20	Satisfactory : fair but with significant shortcomings
E	from 6/20 to 8/20	Sufficient : performance meets the minimum criteria
FX	from 4/20 to 6/20	Fail : some more work required before the credit can be awarded
F	Below 4/20	Fail : considerable further work is required

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)
F AMIENS01	Direction des Affaires internationales dai@u-picardie.fr tel 00 33 322 825 853 fax 00 33 322 825 879	www.u-picardie.fr http://www.u-picardie.fr/jsp/fiche_pagelibre.jsp?STNAV=&RUBNAV=&CODE=73831249&LANGUE=0

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
F AMIENS01	Direction des Affaires internationales dai@u-picardie.fr tel 00 33 322 825 853 fax 00 33 322 825 879	www.u-picardie.fr


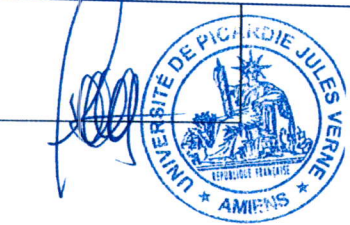
4. Housing

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
F AMIENS01	Direction des Affaires Internationales Agnes Messiaen agnes.messiaen@u-picardie.fr	A file will be directly sent to the student upon reception of the nomination email

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)*

Institution [Erasmus code]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	17.02.2014	
F AMIENS01	Prof. Wolfgang SABLER Erasmus Institutional Coordinator Vice President for International Affairs	17/02/2014	

*Scanned signatures are accepted.