Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2021[2]

between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (e.g. of the course catalogue)
Mugla Sıtkı Koçman University **(MSKU)**	**TR MUGLA01**	Demet Kutucuoglu Erasmus Coordinator International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960 Fax: +90 252 211 1051 Department Coordinator/Contact Person:	Homepage: www.mu.edu.tr Info Pack http://ects.mu.edu.tr

[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Higher Education Institutions have to agree on the period of validity of this agreement
[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

University of Algarve	**P FARO02**	**Sofia Nunes**, E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt

B. Mobility numbers[5] 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, 1st, 2nd or 3rd] **	Number of student mobility periods	
					Student Mobility for Studies *[total number of months of the study periods or average duration*]*	*Student Mobility for Traineeships **
TR MUGLA01	P FARO02	811	Tourism, Hotel, restaurant and catering	1st, 2nd	5 months x 2 students	
P FARO02	TR MUGLA01			1st, 2nd	5 months x 2 students	

*[*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 [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 MUGLA01	P FARO02	811	Tourism, Hotel, restaurant and catering	1- staff x 5 days	
P FARO02	TR MUGLA01			1- staff x 5 days	

[5] 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

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[6]	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
TR MUGLA01	- Degree programmes in engineering - Some specific degree programmes - General	- English - English and Turkish - Turkish (Courses in English for exchange students)		English B1	English B2
P FARO02		**Portuguese**	**English**	**B1 English**	**B2 English**

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

[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.]

TR MUGLA01: All applications should be sent after official nomination by the home institution. Incoming students are provided with the following services: Assistance with accommodation, Academic advising by department coordinators, Orientation meeting, Assistance with residence permit and Turkish as a foreign language at beginner's level. Incoming staff are provided with the following services: Assistance in airport transfer and accommodation booking.

E. Calendar

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

Receiving institution	Autumn term*	Spring term*

[6] 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

[Erasmus code]	[month]	[month]
TR MUGLA01	Application deadline: 30th June	Application deadline: 30th November
P FARO02	31st May	31st October

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within **[6/8] 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

   [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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[7]. 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.]

TR MUGLA01: ECTS is used in all study areas for both incoming and local students. For each course taken, the student is given one of the following grades by the course teacher. The following table explains the local grading system, ECTS grading scale and also how local grades are converted into ECTS grades.

LOCAL GRADING SYSTEM			ECTS GRADING SCALE			LOCAL / ECTS GRADE CONVERSION SCALE		
Point Equivalent	Letter Grade	Coefficient	ECTS Grade	% of successful students normally achieving the grade	Definition	Local Grade		ECTS Grade
						Points	Letter Grade	
90-100	AA	4	A	10		90-100	AA	A
85-89	BA	3.5	B	25		85-89	BA	B
80-84	BB	3	C	30		80-84	BB	
75-79	CB	2.5	D	25		75-79	CB	C
70-74	CC	2	E	10		70-74	CC	
65-69	DC	1.5	FX	-	FAIL	65-69	DC	D
60-64	DD	1.0	F	-	FAIL	60-64	DD	E
50-59	FD	0.5						

[7] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

49 - 0	FF	0				50-59 0-49	FD FF	FX F

P FARO02: Description of the Institution's grading system

The result achieved in a course unit whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

The lowest passing grade is 10.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 trimester = 20 credits

ECTS grading scale:

ECTS scale	% of the successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some work required before the criteria can be awarded
F	-	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 MUGLA01	International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960	www.mu.edu.tr
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/coming-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 MUGLA01	International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960	www.mu.edu.tr
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/insurance-0

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 MUGLA01	International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960	www.mu.edu.tr
P FARO02	mobilidade@ualg.pt +351 289 800 003	http://www.ualg.pt/home/en/content/accommodation-0

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
TR MUGLA01	Prof. Dr. Yusuf Ziya ERDIL Vice Rector for International Relations	08.05.2014	
P FARO02	Prof. Doutor Tomasz Boski, Vice Rector		

[8] Scanned signatures are accepted