

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2018-20[21]²
between institutions from
Programme and Partner Countries³
[Minimum requirements]⁴

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶	Website (eg. Of the course catalogue)
Marmara University / Turkey	TR ISTANBU05	Academic Contact: Liaisan ŞAHİN Institute of Turkic Studies Email: leysen@marmara.edu.tr leysensahin@gmail.com Phone: +90 216 345 60 69 Fax: +90 216 336 95 91 Institutional Coordinator: Prof. Dr. Nuri TINAZ Marmara University Goztepe Campus Faculty of Engineering Building B 7 th Floor, Kuyubasi 34722 Istanbul-TURKEY Phone: +902163452167 Fax: +902165419024 Email: nuri.tinaz@marmara.edu.tr erasmuska107@marmara.edu.tr	http://international.marmara.edu.tr/
Saint Petersburg	Saint Petersburg	Anna Porodina Erasmus +	http://spbu.ru

¹Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

²Higher Education Institutions have to agree on the period of validity of this agreement

³Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁵Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶Contact details to reach the senior officer in charge of this agreement.

State University / Russian Federation		Institutional Coordinator a.porodina@spbu.ru +7(812)3287562 Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812)3240888	For staff: http://ifea.spbu.ru/en/research-in-spsu
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B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city 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* [Not relevant for calls 2015-2017]
TR ISTANBU05	SAINT PETERSBURG				N/A	N/A
SAINT PETERSBURG	TR ISTANBU05				N/A	N/A

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name*	Number of staff mobility periods Staff Mobility for Studies [total number of months of the study periods or average duration*]	Staff Mobility for Traineeships*
TR ISTANBU05	SAINT PETERSBURG	0314	Turkic Studies	2*7 days (per an academic year)	
SAINT PETERSBURG	TR ISTANBU05	0314	Turkic Studies	2*7 days (per an academic year)	

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:

⁷ 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>)

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸ Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU05		Turkish	English		B2 (no certificate required)
SAINT PETERSBURG		Russian	English	N/A	B2 (no certificate required)

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en
The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Application Call for this mobility will be made by Marmara University and partner university will announce the prerequisites for the application after that initial call.
- All applicants will be evaluated and participants will be selected by Marmara University.
- Participants can only be eligible for receiving grant payment for the days in which they have an activity (e.g. giving lectures or making speech).

⁸For 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>

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. 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 including cultural preparation before mobility; the recognition tools used]
[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

St. Petersburg:

Staff members should check the information concerning the opportunities for staff exchange (<http://ifea.spbu.ru/en/academic-staff-exchange-programme>) at Saint-

Petersburg University and establish communication with SPbU Erasmus+ Staff Exchange Coordinator for more information and for better preparing of their application. Nominations for staff mobility (training and teaching) are accepted throughout the year. Nominations are sent through email communication and with each nominated candidate contact details. Nominations should be sent to SPbU Erasmus+ Staff Exchange Coordinator no later than 2 months prior the visit takes place. The selected candidates for staff mobility (training and teaching) should submit their applications to the receiving institution's coordinator via email within 2 weeks after their nomination.

The staff application should consist of the following scanned documents:

- Staff Exchange Application Form (will be sent to each participant by the SPbU Erasmus+ Staff Exchange Coordinator after nomination);
- Scanned copy of travelling passport (passport must be valid at least six months after the end of the exchange);
- Mobility Agreement (completed and signed by the participant and the sending institution)

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
TR ISTANBU05	15 th May, later nominations can be accepted	25 th October, later nominations can be accepted
SAINT PETERSBURG	For staff: No later than 2 months before mobility starts	For staff: No later than 2 months before mobility starts

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

2. The receiving institution will send its decision within [x] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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."]

G. 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' guide⁹. 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

⁹http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 or city]	Contact details (email, phone)	Website for information
TR ISTANBU05	International Office Erasmus Incoming Department erasmus.incoming@marmara.edu.tr Phone: +90 216 345 2167	http://international.marmara.edu.tr/
SAINT PETERSBURG	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu

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 or city]	Contact details (email, phone)	Website for information
TR ISTANBU05	International Office Erasmus Incoming Department erasmus.incoming@marmara.edu.tr Phone: +90 216 345 2167	http://international.marmara.edu.tr/
SAINT PETERSBURG	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu



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 or city]	Contact details (email, phone)	Website for information
TR ISTANBU05	International Office Erasmus Incoming Department erasmus.incoming@marmara.edu.tr Phone: +90 216 345 2167	http://international.marmara.edu.tr/
SAINT PETERSBURG	Staff Exchange Coordinator: Ms. Yuliya Medvedeva j.medvedeva@spbu.ru +7 (812) 324 08 88	http://ifea.spbu.ru/en/research-in-spsu

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or city]	Name, function	Date	Signature ¹⁰
TR ISTANBU05	Institutional Coordinator: Prof.Dr.Nuri TINAZ	02.01.2018	
SAINT PETERSBURG	Sergey Andryushin Vice-Rector for International Affairs	2018	



¹⁰Scanned copies of signatures or digital signatures may be accepted depending on the national legislation