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|  | **Erasmus+ LOGO** |

**Erasmus+ Programme**

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

**Inter-institutional[[1]](#footnote-1) agreement 2021-2027[[2]](#footnote-2)  
between programme countries**

**[Minimum requirements][[3]](#footnote-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]](#footnote-4)**  **(email, phone)** | **Website**  **(e.g. of the course catalogue)** |
| \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | | \_\_\_\_\_\_\_\_\_\_\_\_ |
| **Nuh Naci Yazgan Üniverstesi (NNYÜ)**  (Nuh Naci Yazgan University) | TR KAYSERI03 | **Institutional Coordinator**  Asst. Prof. Şaban Suat ÖZSARIYILDIZ  Address: Nuh Naci Yazgan University, International Office, Erkllet Dere Mah. Kocasinan / Kayseri / TURKEY  Tel: +90 352 324 00 02 Fax: +90 352 324 00 04 Email: [intoffice@nny.edu.tr](mailto:intoffice@nny.edu.tr)  **Deparmental Coordinator**  \_\_\_\_\_\_\_\_\_\_\_\_ | | General University Webpage:  [www.nny.edu.tr](http://new.eurep.auth.gr/en/www.nny.edu.tr)  For Erasmus students:  [http://ects.nny.edu.tr](http://ects.nny.edu.tr/)  Course catalogue:  <https://obs.nny.edu.tr/oibs/bologna/index.aspx> |

**B. Mobility numbers[[5]](#footnote-5) 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, 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 KAYSERI03 | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_ | \_\_students x \_\_months | \_\_students x \_\_months |
| TR KAYSERI03 | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_ | \_\_students x \_\_months | \_\_students x \_\_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**  **[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 KAYSERI03 | - | To be decided by the parties | \_\_teachers x min. \_\_teaching hrs | \_\_people x  \_\_days |
| TR KAYSERI03 | \_\_\_\_\_\_\_\_ | - | To be decided by the parties | \_\_teachers x min. \_\_teaching hrs | \_\_people x  \_\_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 thestudy or teaching period:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Receiving institution  [Erasmus code]** | ***Optional: Subject area*** | **Language of instruc­tion 1** | **Language of instruc­tion 2** | **Recommended language of instruction level[[6]](#footnote-6)** | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| \_\_\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ |
| TR KAYSERI03 | \_\_\_\_\_\_ | Turkish | English for several programs and courses for exchange students | English B1 | English 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**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**:** \_\_\_\_\_\_

**TR KAYSERI03**

Partner University will send a detailed nomination list with the beneficiaries of the Erasmus mobility, by e-mail, to intoffice@nny.edu.tr, together with the required documents in pdf format. TR KAYSERI03 will send its decision within four weeks to the partner institution the acceptance letter. Detailed and up to date information will be provided at http://ects.nny.edu.tr/default.aspx?lid=2&pid=682 . A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.

TR KAYSERI03 provides the infrastructure to welcome students and staff with disabilities only partly. Please send us the information about your requirements ahead of time so that we are able to make the necessary arrangements and ensure your comfortable stay.

**E. Calendar**

Partner University will send a detailed nomination list with the beneficiaries of the Erasmus mobility, by e-mail, to [intoffice@nny.edu.tr](mailto:intoffice@nny.edu.tr), together with the required documents in pdf format. TR KAYSERI03 will send its decision within four weeks to the partner institution the acceptance letter. Detailed and up to date information will be provided at <http://ects.nny.edu.tr/default.aspx?lid=2&pid=682> . A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.

TR KAYSERI03 provides the infrastructure to welcome students and staff with disabilities only partly. Please send us the information about your requirements ahead of time so that we are able to make the necessary arrangements and ensure your comfortable stay.

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| \_\_\_\_\_\_\_\_ | \_\_\_\_\_\_ | \_\_\_\_\_\_ |
| TR KAYSERI03 | 30th May | 30th November |

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

2. The receiving institution will send its decision within 5 weeks, provided the documents are complete.

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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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**

\_\_\_\_\_\_\_\_\_\_**:**

\_\_\_\_\_\_\_\_\_\_ applies the following transfer criteria:

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**TR KAYSERI03:**

<https://obs.nny.edu.tr/oibs/bologna/index.aspx>

|  |  |  |
| --- | --- | --- |
| **Grade** | **Equivalent 1-100 marks** | **Definition** |
| A | 90-100 | Excellent |
| B | 80-89 | Very Good |
| C | 70-79 | Good |
| D | 60-69 | Satisfactory |
| E | 55-59 | Sufficient |
| FX | 40-54 | Some more work required before the credit can be awarded |
| F | 0-39 | Fail |

**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 KAYSERI03 | Mr. Fatih Ulus SARAR Nuh Naci Yazgan University, Office of International Affairs, Erkilet Dere Mah. Kocasinan / Kayseri / TURKEY +90(352)3240000/03 intoffice@nny.edu.tr | <http://int.nny.edu.tr/default.aspx?lid=2&pid=598> |

**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 KAYSERI03 | Mr. Ahmet GUMUSSOY  Nuh Naci Yazgan University, Office of International Affairs, ErkiletDereMah. Kocasinan/Kayseri/TURKEY  +90 (352) 324 00 00/03  agumussoy@nny.edu.tr | <https://ec.europa.eu/programmes/erasmus-plus/resources/documents/treoirleabhar-erasmus-2019_en> |

**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 KAYSERI03 | Mr. Ahmet GUMUSSOY  +90 (352) 324 00 00/03  [agumussoy@nny.edu.tr](mailto:agumussoy@nny.edu.tr) | <http://adayogrenciler.nny.edu.tr/index.php?p=content&id=67> |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[7]](#footnote-7)** |
| \_\_\_\_\_\_\_\_ |  | …/…/…… |  |
| TR KAYSERI03 | Prof. Dr. Kerim GÜNEY  Rector of Nuh Naci Yazgan University | …/…/…… |  |

1. Inter-institutional agreements can be signed by two or more higher education Institutions [↑](#footnote-ref-1)
2. Higher Education Institutions have to agree on the period of validity of this agreement [↑](#footnote-ref-2)
3. Clauses may be added to this template agreement to better reflect the nature of the institutional partnership. [↑](#footnote-ref-3)
4. Contact details to reach the senior officer in charge of this agreement and of its possible updates. [↑](#footnote-ref-4)
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*](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*)* [↑](#footnote-ref-5)
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> [↑](#footnote-ref-6)
7. Scanned signatures are accepted [↑](#footnote-ref-7)