



**Erasmus+ Programme
Key Action 1**

– Mobility for learners and staff –
Higher Education Student and Staff Mobility

**Inter-institutional¹ agreement 2014/15-2020/21²
between programme countries**

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

<i>Name of the institution (and department, where relevant)</i>	<i>Erasmus code</i>	<i>Contact details³ (email, phone)</i>	<i>Website (eg. of the course catalogue)</i>
Universidad a Distancia de Madrid (UDIMA)	EMADRID160	JUAN CARMONA International Project Technician Ctra. de la Coruña, Km. 38,500 - vía de servicio nº 15 Collado Villalba Madrid (Spain) Phone: +34 911 896 999 juan.carmona@udima.es	http://www.udima.es/en/international.html
		SARA REVILLA International Relations and International Mobility Technician Phone: +34 911 896 999 sara.revilla@udima.es	
ERZURUM TECHNICAL UNIVERSITY Faculty of Economic and Administrative Sciences	TR ERZURUM02	Faculty Erasmus Coordinator Asst. Prof. Dr. Esra Sena TÜRKÜ esturko@erzurum.edu.tr Tel: +90 442 6662527 (2105) Fax: +90 442 6662537 Mobile: +90 533 4594069	http://ico.erzurum.edu.tr/

B. Mobility numbers⁴ per academic year

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

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
TR ERZURUM02	EMADRID160	34	Business and Administration	1 st , 2 nd	3x5=15 months 1x4 months=4 months	2x3=6months
TR ERZURUM02	EMADRID160	314	Economics	1 st , 2 nd	3x5=15 months 1x4 months=4 months	2x3=6months
EMADRID160	TR ERZURUM02	34	Business and Administration and eco	1 st , 2 nd	3x5=15 months 1x4 months=4 months	2x3=6months
EMADRID160	TR ERZURUM02	314	Economics	1 st , 2 nd	3x5=15 months 1x4 months=4 months	2x3=6months

[*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*
EMADRID160	TR ERZURUM02	34	Business and Administration	2 x 5 days	2 x 5 days
TR ERZURUM02	EMADRID160	34	Business and Administration	2 x 5 days	2 x 5 days
EMADRID160	TR ERZURUM02	314	Economics	2 x 5 days	2 x 5 days
TR ERZURUM02	EMADRID160	314	Economics	2 x 5 days	2 x 5 days

⁴Mobility 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 of instruction	Language of instruction		Recommended language of instruction level ⁵	
		1	2	Student Mobility for Studies (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
EMADRID160	all	Spanish	English (only for staff mobility)	B1	B2
TR ERZURUM02	all	English		A2-B1	B1

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

EMADRID160: <http://www.udima.es/en/international-mobility.html>

NOTE: Students are able to visit Spain and participate in the Erasmus programme under the action mobility for studies at the Madrid Open University. MOU is a distance teaching university and offers all its programmes of study online, however, it is still possible for students from partner Universities to secure Erasmus grant from their home institution and visit Spain for student mobility in Spanish taught courses. Incoming students as all MOU students will attend to their courses and carry out all assignments online. However incoming students will be able to attend to student group tutorial meetings held at MOU during their stay well as face to face seminars.

TR ERZURUM02: <http://ico.erzurum.edu.tr/>

ERZURUM TECHNICAL University has an online guide 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]
EMADRID160	30th June	30 th November
TR ERZURUM02	30th June	30 th November

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

2. The receiving institution will send its decision within 6 weeks.

⁵For 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>

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

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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

Grading systems of the institutions:

EMADRID160: <http://www.udima.es>

TABLA DE EQUIVALENCIAS

UDIMA*	UDIMA	Definición/Definition	ECTS Grades
10	Matricula de Honor	Excelente-Excellent outstanding performance with only minor errors	A
9-9.9	Sobresaliente	Muy Bien-Very Good above the average standard but with some errors	B
7-8.9	Notable	Bien-Good generally sound work with a number of notable errors	C
5-6.9	Aprobado	Suficiente-Satisfactory+ sufficient fair but with significant shortcoming	

Erzurum Technical University: <http://ico.erzurum.edu.tr/>

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
EMADRID160	internacional@udima.es	http://www.udima.es/en/international.html
TR ERZURUM02	international@erzurum.edu.tr erasmus@erzurum.edu.tr Tel: 00 90 442 666 25 27 - 2132	http://ico.erzurum.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
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EMADRID160	internacional@udima.es	http://www.udima.es/en/International.html
TR ERZURUM02	international@erzurum.edu.tr erasmus@erzurum.edu.tr Tel: 00 90 442 666 25 27 - 2132	http://ico.erzurum.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
EMADRID160	internacional@udima.es	http://www.udima.es/en/international.html
R ERZURUM02	international@erzurum.edu.tr erasmus@erzurum.edu.tr Tel: 00 90 442 666 25 27 - 2132	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
EMADRID160	Mrs Ana Landeta Research Development and Innovation Director	05.01.2015	
TR ERZURUM02	Asst. Prof. Dr. Esra Sena TÜRKÜ ERZURUM TECHNICAL UNIVERSITY Faculty of Economic and Administrative Sciences Erasmus Coordinator	23.12.2014	

⁶ Scanned signatures are accepted

