

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

Inter-institutional¹ agreement 2020-2021²
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 (email, phone)	Website (eg. of the course catalogue)
FATİH SULTAN MEHMET VAKIF UNIVERSITY (FSMVU)	TR ISTANBU39	Institutional coordinator: Ms. Bedia Tekin Phone: +90 (212) 5218100-4322 e-mail: btekin@fsm.edu.tr Sütlüce Mah. Karaağaç Cad. No: 12 Beyoğlu/İSTANBUL Administrative Contact Mrs. Vusala Aghayeva FSMVU Sütlüce Mah. Karaağaç Cad. No:12	http://www.fatihisultan.edu.tr/Home

¹ Inter-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+.

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

³ Erasmus+ 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.

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

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

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

		Beyoğlu/İSTANBUL Tel: (+90) 212 369 81 62 – Ext:4087 e-mail: vaghayevea@fsm.edu.tr	
UNIVERSITY OF ISFAHAN (UI)	ISFAHAN01	Administrative contact Person: Dr. Seyed Komail Tayebi, President Consultant in International Affairs and Director of International Scientific Cooperation Office Phone: +98 313793 2039-40, +98 9131141268 Email: sk.tayebi@ase.ui.ac.ir, komail38@yahoo.com	http://isc.ui.ac.ir/
		Academic contact: Dr. Mehrdad Hejazi Assoc. Prof. Faculty of Civil Engineering and Transportation Phone: +98 313793 5308 +98 9131140282 Email: m.hejazi@eng.ui.ac.ir mm.hejazi@yahoo.com	

B. Mobility numbers⁷ 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Sub ject are a cod e * [ISC ED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
TR ISTANBU39	University of Isfahan	073	Civil Engineering	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months
University of Isfahan	TR ISTANBU39	073	Civil Engineering/ KURAM	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months
TR ISTANBU39	University of Isfahan	0730	Architecture	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months
University of Isfahan	TR ISTANBU39	0730	Architecture	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months
TR ISTANBU39	University of Isfahan	0213	Fine Arts	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months

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>)

TR ISTANBU39	University of Isfahan	0232	Faculty of Literature & Humanities	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months
University of Isfahan	TR ISTANBU39	0232	Faculty of Literature	1 st , 2 nd , 3 rd	2 Students Each Degree x 5 Months	1 Student x 2 Months

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

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 Staff Mobility for Training * [total number of days of teaching periods or average duration *]	
TR ISTANBU39	University of Isfahan	Any	Any subject area	4 x 10 days	4 x 10 days
University of Isfahan	TR ISTANBU39	Any	Any subject area	4x 5 days	4 x 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 or city]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁸ Student Mobility for Studies [Minimum recommended level: B1] Staff Mobility for Teaching [Minimum recommended level: B2]	
TR ISTANBU39	Any	Turkish	English	B1	B2
University of Isfahan	Any	Farsi	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [<http://ipo.fsm.edu.tr/International-Programs-Office-IPO-Course-Catalog--Erasmus-Courses/>].

⁸ 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>

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

- 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

The institution will check individual cases of mobility of student and staff with disabilities upon request. Due to the historical nature of the university buildings, infrastructure for welcoming students and staff with disabilities is still under construction. Until it is implemented, the university will try to organize assistance for students and staff with disabilities but can't guarantee it. The institution will send its decision within 3 weeks.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
TR ISTANBU39	September - January 31	February -June 30
UNIVERSITY OF ISFAHAN	September 01- January 15	January 25- June 25

2. The receiving institution will send its decision within [3] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 3 weeks after the assessment period has finished at the receiving HEI.
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

TR ISTANBU39:

Partner institution's grading system: <http://obs.fatihisultan.edu.tr/oibs/bologna/index.aspx>

UNDERGRADUATE PERCENTAGE	GRADUATE PERCENTAGE	COURSE GRADE	GRADE POINTS
90 - 100	90 - 100	AA	4.0
85 - 89	85 - 89	BA	3.5
75 - 84	75 - 84	BB	3.0
65 - 74	65 - 74	CB	2.5
60 - 64	60 - 64	CC	2.0
50 - 59	N/A	DC	1.5
45 - 49	N/A	DD	1.0
40 - 44	N/A	FD	0.5
00 - 39	00 - 59	FF	0.0

University of Isfahan:

Grading System at University of Isfahan (Undergraduate):

Grade	Scale 1	Description
18-20	A	Excellent
14-17.99	B	Good
12-13.99	C	Fair
10-11.99	D	Acceptable (weak)
Below 10	F	Fail

Grading System at University of Isfahan (Postgraduate):

Grade	Scale 1	Description
18-20	A	Excellent
14-17.99	B	Good
12-13.99	C	Fair
Below 12	F	Fail

At University of Isfahan the passing grade point for single courses is 10.00 for B.A. graduate program and 12.00 and 14.00 for M.A. and Ph.D. programs, respectively.

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 or city]	Contact details (email, phone)	Website for information
TR ISTANBU39	E-Mail: vaghayeva@fsm.edu.tr erasmus@fsm.edu.tr Tel: +90(212) 521 81 00 ext:4087	http://ipo.fsm.edu.tr/International-Programs-Office-IPO--Incoming
University of Isfahan	E-Mail: int-office@ui.ac.ir iinternationaloffice@yahoo.com Tel: +98 31 3793 5158 Hoori Zarei (Mrs.)	

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 ISTANBU39	E-Mail: vaghayeva@fsm.edu.tr erasmus@fsm.edu.tr Tel: +90(212) 521 81 00 ext:4087	http://ipo.fsm.edu.tr/International-Programs-Office-IPO--Incoming
University of Isfahan	E-Mail: int-office@ui.ac.ir iinternationaloffice@yahoo.com Tel: +98 31 3793 5158 Hoori Zarei (Mrs.)	

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
--	--	--------------------------------

city]		
TR ISTANBU39	E-Mail: vaghayeva@fsm.edu.tr erasmus@fsm.edu.tr Tel: +90(212) 521 81 00 ext:4087	http://ipo.fsm.edu.tr/International-Programs-Office-IPO--Incoming
University of Isfahan	E-Mail: int-office@ui.ac.ir iinternationaloffice@yahoo.com Tel: +98 31 3793 5158 Hoori Zarei (Mrs.)	

H.SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
FSMVU	Prof. Dr. M. Fatih ANDI Rector	April 8,2020	
UI	Prof. Dr. Hooshang TALEBI President	February 26,2020	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation