Erasmus+ Programme

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

Inter-institutional[1] agreement 2019-20[21][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 (eg. of the course catalogue)
Gebze Teknik Üniversitesi (Gebze Technical University)	**TR KOCAELI01**	Erasmus Office: Administrative contact: Tel: 90 2626051577-78 Fax: 90 262 6538494 Mail Address: **erasmus@gtu.edu.tr** Institutional Coordinator: Mevlüdiye GÜZEL Cumhuriyet Mah. 2254. Sk. No.2 41400 Gebze /KOCAELİ	**www.gtu.edu.tr** **http://anibal.gyte.edu.tr/ects/?dil=en**
Szegedi Tudomanyegyetem - University of Szeged Gabriella BALOG MOLNAR Head of International Mobility Centre, Institutional ERASMUS Coordinator	**HU SZEGED01**	Address: H-6720 Szeged Dugonics ter 13. Phone/Fax: +36 62 420 895 e-mail: Gabriella.Balog.Molnar@rekt.szte.hu	**http://www.u-szeged.hu/erasmus/** http://www.u-szeged.hu/erasmus/course-descriptions
Faculty Coordinator:	**HU**	Faculty: Faculty of	www.mk.u-szeged.hu and

[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.

Dr. habil. Jozsef GAL Ph.D. (Mr.)	**SZEGED01**	Engineering Address: Mars ter 7. 6724 Szeged Hungary Phone: +36 62 546 000 Mobile: +36 30 313 5873 Fax: +36 62 546 003 Email: galj@mk.u-szeged.hu	Erasmus link

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 KOCAELI01	HU SZEGED01	0410	Business and Administration	1st, 2nd	2studentsx5months (10months)	X
HU SZEGED01	TR KOCAELI01	0410	Business and Administration	1st, 2nd	2studentsx5months (10months)	X
TR KOCAELI01	HU SZEGED01	0715	Mechanical Engineering	1st, 2nd	2studentsx5months (10months)	X
HU SZEGED01	TR KOCAELI01	0715	Mechanical Engineering	1st, 2nd	2studentsx5months (10months)	X

*[*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.]*

[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)*

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 KOCAELI01	HU SZEGED01	0410	Business and Administration	2 teachersx7days	X
HU SZEGED01	TR KOCAELI01	0410	Business and Administration	2 teachersx7days	X
TR KOCAELI01	HU SZEGED01	0715	Mechanical Engineering	2 teachersx7days	X
HU SZEGED01	TR KOCAELI01	0715	Mechanical Engineering	2 teachersx7days	X

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 instruc-tion 1**	**Language of instruc-tion 2**	**Recommended language of instruction level**[6]	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
TR KOCAELI01		English	Turkish	B1	B2
HU SZEGED01		English	Hungarian	B1	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

[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.]

[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

HU SZEGED01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Mobility Centre: peto@rekt.u-szeged.hu

E. Calendar

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

Receiving institution [Erasmus code]	**Autumn term*** [month]	**Spring term*** [month]
TR KOCAELI01	15th June	15th November
HU SZEGED01	30th June	31st October

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

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

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]

TR KOCAELI01		Grading System	TR KOCAELI01 Local Grade	ECTS Grade
			AA BA BB CB CC	A B C D E
			DC DD	FX
			FD FF	FF
			VF/NA	No Attendance
HU SZEGED01	http://www.u-szeged.hu/erasmus/grading-system			

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 KOCAELI01	erasmus@gtu.edu.tr +90 262 605 1577-78	http://www.gtu.edu.tr/kategori/909/0/display.aspx?languageId=1
HU SZEGED01		http://konzuliszolgalat.kormany.hu/en

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 KOCAELI01	erasmus@gtu.edu.tr +90 262 605 1577-78	http://www.gtu.edu.tr/kategori/909/0/display.aspx?languageId=1
HU SZEGED01		http://www.u-szeged.hu/erasmus/student-guide

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 KOCAELI01	erasmus@gtu.edu.tr +90 262 605 1577-78	http://www.gtu.edu.tr/kategori/909/0/display.aspx?languageId=1
HU SZEGED01		http://www.u-szeged.hu/erasmus/student-guide

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
TR KOCAELI01	Prof. Dr. Muhammed Hasan ASLAN Rector	27/11/2019	
HU SZEGED01	Dr. habil. Istvan Biro, dean Institutional Co-ordinator: Gabriella Balog Molnár Head of International Mobility Centre	2019 DEC. 17	

[8] Scanned signatures are accepted