



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021

between programme countries

[Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
BİLECİK SEYH EDEBALI ÜNİVERSİTESİ BILECIK SEYH EDEBALI UNIVERSITY	TR BILECIK01	Erasmus Institutional Coordinator Dr. Mehmet HABERLİ Mail: mehmet.haberli@bilecik.edu.tr Tel: +90 228 214 1405 Fax: +90 228 214 10 17 Administrative contact : Kadir Berk Uluslararası İlişkiler Ofisi, Bilecik, Turkey kadir.berk@bilecik.edu.tr erasmus@bilecik.edu.tr Tel: +90 228 2141403	http://www.bilecik.edu.tr
UNIVERSIDAD DE JAÉN	E JAEN01	M ^a Victoria López Ramón, Vice-Chancellor of Internationalization Phone +34 953 212194 E-mail: secrel@ujaen.es Sebastian Bruque International Mobility Programmes Coordinator Phone +34 953 212620 E-mail: sbruque@ujaen.es David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/academics_home.php

B. Mobility numbers¹ 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, 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 *
E JAEN01	TR BILECIK01	0713	ELECTRICITY AND ENERGY	1 st	2 students x 4 months = 8 months	
		0714	ELECTRONICS AND AUTOMATION	1 st	2 students x 4 months = 8 months	
TR BILECIK01	E JAEN01	0713	ELECTRICITY AND ENERGY	1 st	2 students x 4 months = 8 months	
		0714	ELECTRONICS AND AUTOMATION	1 st	2 students x 4 months = 8 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 *
E JAEN01	TR BILECIK01	0713	ELECTRICITY AND ENERGY	1 person x 7 days	1 person x 7 days
		0714	ELECTRONICS AND AUTOMATION	1 person x 7 days	1 person x 7 days
TR BILECIK01	E JAEN01	0713	ELECTRICITY AND ENERGY	1 person x 7 days	2 person x 7 days
		0714	ELECTRONICS AND AUTOMATION	1 person x 7 days	2 person x 7 days

¹ 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>)

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 instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E JAEN01		Spanish	English	Spanish B1; or English B1 for courses taught in English	Spanish B2; or English B2 for courses taught in English
TR BILECIK01		Turkish	English	B2	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]

E JAEN01:

Information for Disabled Students:

<http://www10.ujaen.es/conocenos/servicios-unidades/neduespeciales/inicio>

TR BILECIK01:

The candidates are requested to submit:

- Application Form for Incoming Students, which must be signed by Erasmus coordinator of the sending institution
- Learning Agreement, which must be approved and signed by the relative departmental coordinator and Erasmus coordinator of the sending institution
- Transcript of Records
- Two photographs

The necessary documents must be posted before the arrival of the incoming students to the following adres: Bilecik Şeyh Edebali University, International Relations Office, 11210, Bilecik, TURKEY

The incoming students are obliged to inform the International Relations Office of Bilecik Şeyh Edebali University concerning their trip details to Bilecik in advance. In addition, the incoming students should contact the relative department of Bilecik Şeyh Edebali University.

² 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>

After their arrival, The incoming students must apply to Foreigners Section of Police Headquarters for the residence permit. The incoming students have to get 'Student Visa' before arriving to Bilecik to be able to get residence permit. In addition to 'Student Visa';

The incoming students have to hand 4 photographs to the Foreigners Section. The residence permit costs nearly 190TL (approximety 70 Euros).

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E JAEN01	30 June	30 November
TR BILECIK01	15 August	15 December

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

2. E JAEN01: The receiving institution will send its decision within 2 weeks

TR BILECIK01. The receiving institution will send its decision within 2 weeks.

3. E JAEN01: 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]*

TR BILECIK01 A Transcript of Records will be issued by the receiving institution no later than 4 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

1. Grading systems of the institutions

E JAEN01

Grade in Spanish Academic Records	Definition	Numerical mark	Estimated ECTS Grade	Definition
4	Matrícula de Honor	10	A+	Top Qualification in Class or Subject
3	Sobresaliente	9-10	A	Highest 10%
2	Notable	7-8.9	B	Next 20%
1	Aprobado	5-6.9	C-D	Next 65%
	Suspensó	0-4.9	FX-F	Not Pass

TR BILECIK01:

<http://bologna.bilecik.edu.tr/default.aspx>

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
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
TR BILECIK01	Administrative contact : Kadir Berk Uluslararası İlişkiler Ofisi, Bilecik, Turkey kadir.berk@bilecik.edu.tr / erasmus@bilecik.edu.tr Tel: +90 228 2141403	http://erasmus.bilecik.edu.tr/ http://bologna.bilecik.edu.tr

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
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
TR BILECIK01	Administrative contact : Kadir Berk Uluslararası İlişkiler Ofisi, Bilecik, Turkey kadir.berk@bilecik.edu.tr / erasmus@bilecik.edu.tr Tel: +90 228 2141403	http://erasmus.bilecik.edu.tr/ http://bologna.bilecik.edu.tr


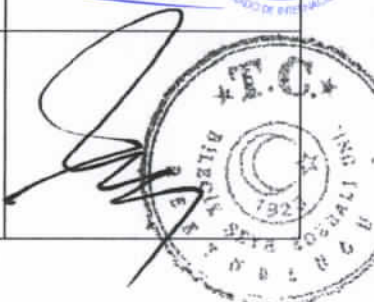
4. Housing

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E JAEN01	David Peñafuerte; International Relations Officer; Phone: +34 953 213479 E-mail: dprendon@ujaen.es	http://www.ujaen.es/serv/vicint/home/portada.php?idioma=en
TR BILECIK01	Administrative contact : Kadir Berk Uluslararası İlişkiler Ofisi, Bilecik, Turkey kadir.berk@bilecik.edu.tr / erasmus@bilecik.edu.tr Tel: +90 228 2141403	http://erasmus.bilecik.edu.tr/ http://bologna.bilecik.edu.tr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
E JAEN01	The Rector (On his behalf by Resolution of June 9th 2011) Signed: M ^a Victoria López Ramón, Vice-Chancellor of Internationalization	5/11/2014	
TR BILECIK01	Prof. Dr. Azmi ÖZCAN Rector		

³ Scanned signatures are accepted