

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

Inter-institutional¹ agreement 2018-2021
between institutions from
Programme and Partner Countries²

[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 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 ⁴ | Contact details ⁵ (email, phone) | Website (eg. of the course catalogue) |
|--|-----------------------------------|--|--|
| Igdir University/ Turkey | TR IGDİR 01 | <p>Contact Person: Instructor Talha YILDIZ International Relations Office Şehit Bülent Yurtseven Campus, Rectorate 76000 Igdir, Turkey Tel: +90 476 223 0010-1066</p> | <p>www.igdir.edu.tr http://ogrenci.igdir.edu.tr/ogrenci/ebp/index.html</p> |

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 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.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement.

| | | | |
|---|------------|---|---|
| | | e-mail: erasmus@igdir.edu.tr Erasmus Coordinator: Assist. Prof. Selman KOBANOĞLU e-mail: selman.kobanoglu@igdir.edu.tr Department of Management , Suveren Campus 76000 Igdır, Turkey | |
| Russian-Tajik Slavonic University PIC: 935871715 | TAJIKISTAN | International Relations Department: Erasmus Coordinator: Nargis Rahmonova, PhD 30, Mirzo Tursunzoda Street, Dushanbe, 734025 Tajikistan Tel.: (+992)372230430 mob.(+992)904440039 E-Mail: nargisrahmonova@gmail.com | http://www.rtsu.tj/en/ |

B. Mobility numbers⁶ 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 or city of the sending institution] | TO [Erasmus code or city 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 | Student Mobility for Traineeships * |
| TR IGDİR 01 | Russian- Tajik Slavonic University | 0610 | Information Technology | 1 st | 3 x 5 months | 3 x 3 months |
| | | 0220 | History | 1 st | 3 x 5 months | 3 x 3 months |
| | | 0311 | Economics | 1 st | 3 x 5 months | 3 x 3 months |
| | | 0312 | Political Sciences | 1 st | 3 x 5 months | 3 x 3 months |
| | | Doesn't exist | Public Administration | 1 st | 3 x 5 months | 3 x 3 months |

| | | | | | |
|-----------------------------------|-------------|---------------|-------------------------|------------------|------------------|
| | | Doesn't exist | International Relations | 2 staff x 5 days | 2 staff x 5 days |
| Russian-Tajik Slavonic University | TR IGDIR 01 | 0610 | Information Technology | 2 staff x 5 days | 2 staff x 5 days |
| | | 0220 | History | 2 staff x 5 days | 2 staff x 5 days |
| | | 0311 | Economics | 2 staff x 5 days | 2 staff x 5 days |
| | | 0312 | Political Sciences | 2 staff x 5 days | 2 staff x 5 days |
| | | Doesn't exist | Public Administration | 2 staff x 5 days | 2 staff x 5 days |
| | | Doesn't exist | International Relations | 2 staff x 5 days | 2 staff 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 instruction 1 | Language of instruction 2 | Recommended language of instruction level ⁷ | |
|---|------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| TR IGDIR 01 | | English | | B1 | B2 |

⁷ 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>

| | | | | | | |
|-----------------------------------|-------------|---------------|-------------------------|-----------------|--------------|--------------|
| | | Doesn't exist | International Relations | 1 st | 3 x 5 months | 3 x 3 months |
| Russian-Tajik Slavonic University | TR IGDIR 01 | 0610 | Information Technology | 1 st | 3 x 5 months | 3 x 3 months |
| | | 0220 | History | 1 st | 3 x 5 months | 3 x 3 months |
| | | 0311 | Economics | 1 st | 3 x 5 months | 3 x 3 months |
| | | 0312 | Political Sciences | 1 st | 3 x 5 months | 3 x 3 months |
| | | Doesn't exist | Public Administration | 1 st | 3 x 5 months | 3 x 3 months |
| | | Doesn't exist | International Relations | 1 st | 3 x 5 months | 3 x 3 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 [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| TR IGDIR 01 | Russian-Tajik Slavonic University | 0610 | Information Technology | 2 staff x 5 days | 2 staff x 5 days |
| | | 0220 | History | 2 staff x 5 days | 2 staff x 5 days |
| | | 0311 | Economics | 2 staff x 5 days | 2 staff x 5 days |
| | | 0312 | Political Sciences | 2 staff x 5 days | 2 staff x 5 days |
| | | Doesn't exist | Public Administration | 2 staff x 5 days | 2 staff x 5 days |

- 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 organizational 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 staffs are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

NULES's responsibilities, roles and tasks defined in the Inter-institutional Agreement

1. Russian-Tajik Slavonic University Academic Exchange Office will be responsible for selection and evaluation process of the participants from Russian-Tajik Slavonic University and Igdir University will make some short visits (If possible) during the process. Al-Balqa Applied University will announce four calls for International Credit Mobility thoughWebpage
2. Online Course catalogue of I.U will be provided to the Russian-Tajik Slavonic University students by Academic Exchange Office.
3. Academic Exchange Office will also be responsible for coordinating activities within the relevant faculties at Russian-Tajik Slavonic University to increase the dissemination of the project.
4. Welcoming Programme will be organized by I.U and Exchange Programs office will put in contact the students from Russian-Tajik Slavonic University in the Buddy Programme.

5. Additionally, Russian-Tajik Slavonic University will prepare and publish brochures, leaflets, posters, newsletters to promote the mobility project;

I.U' s responsibilities, roles and tasks defined in the Inter-institutional Agreement

- I.U will be responsible for the overall management of the project.
- All management meetings and reporting and preparatory works will be undertaken by I.U.
- All participants' documents will be collected by I.U and the follow-ups for the grant transfer will be made by I.U as well.
- I.U will provide all information regarding visa, accommodation and health insurance to the participants from Russian-Tajik Slavonic University through its Exchange Programs Office.

Financial Management

As noted above, the overall project budget will be managed by I.U and all relevant funds will be transferred to the participants through its Financial Affairs Office.

F. Calendar

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

| Receiving institution [Erasmus code or city] | Autumn term* [month] | Spring term* [month] |
|---|---------------------------------|---------------------------------|
| TR IGDIR 01 | 30 July | 30 November |
| Russian-Tajik Slavonic University | 30 July | 30 November |

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

2. The receiving institution will send its decision within 2 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

G. 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' guide⁸. 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.]

TR IGDIR 01 Grading System:

| ECTS Grade | Turkish Grading scale | Definition |
|------------|-----------------------|---|
| AA | 5 | EXCELLENT - outstanding performance with only minor errors |
| BB | 4 | GOOD - generally sound work with a number of notable errors |
| CC | 3 | SATISFACTORY - fair but with significant shortcomings |
| DD | 2 | SUFFICIENT - performance meets the minimum criteria |
| FF | 1 | FAIL - considerable further work is required |

RTSU Grading System:

| Grading scheme | Definition |
|----------------|---|
| 5 | EXCELLENT: Outstanding performance |
| 4 | GOOD: Generally good, but with some errors |
| 3 | SATISFACTORY: Generally sound work with a number of substantial errors |
| 2 | UNSATISFACTORY: Substantial improvement necessary; requirement of further work |
| not completed | Negative performance |
| 1 | UNSATISFACTORY: Substantial improvement necessary; requirement of further work |
| not completed | Negative performance |

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 IGDİR 01 | erasmus@igdir.edu.tr | http://kiev.be.mfa.gov.tr/Mission |
| Russian- Tajik Slavonic University | International Relations Department: Erasmus Coordinator: Nargis Rahmonova, PhD 30, Mirzo Tursunzoda Street, Dushanbe, 734025 Tajikistan Tel.: (+992)372230430 mob.(+992)904440039 E-Mail: nargisrahmonova@gmail.com | http://www.rtsu.tj/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 or city] | Contact details (email, phone) | Website for information |
|--|---|---|
| TR IGDİR 01 | erasmus@igdir.edu.tr +90 476 - 223 0010 | http://www.sgk.gov.tr/ |
| Russian-Tajik Slavonic University | International Relations Department: Erasmus Coordinator: Nargis Rahmonova, PhD 30, Mirzo Tursunzoda Street, | http://www.rtsu.tj/en/ |

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|--|---|--|
| | Dushanbe, 734025 Tajikistan Tel.: (+992)372230430 mob.(+992)904440039 E-Mail: nargisrahmonova@gmail.com | |
|--|---|--|


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 |
|---------------------------------------|---|---|
| TR IGDİR 01 | erasmus@igdir.edu.tr +90 476 - 223 0010 | www.igdir.edu.tr |
| Russian-Tajik Slavonic University | International Relations Department: Erasmus Coordinator: Nargis Rahmonova, PhD 30, Mirzo Tursunzoda Street, Dushanbe, 734025 Tajikistan Tel.: (+992)372230430 mob.(+992)904440039 E-Mail: nargisrahmonova@gmail.com | http://www.rtsu.tj/en/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature ⁹ |
|--|---|--------------------|---|
| TR IGDIR 01 | Prof.Dr. Mehmet Hakki ALMA Rector | September 2018 | |
| Russian-Tajik Slavonic University | Prof. Nurali Salikhov Rector | September 20.18 |  |

accepted by