



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2020² 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)
AKSARAY UNIVERSITY	TR AKSARAY 01	Prof. Dr.Halil SELÇUK BİRİCİK Email: hsbiricik1@gmail.com Tel: +903822882926	http://vet.aksaray.edu.tr/index.asp

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.

UNIVERSITY OF LJUBLJANA VETERINARY FACULTY	SI LJUBLJA01	Faculty coordinator: Doc. Dr. Jože Starič Contact person: Ms. Petra Gruden VFinternational@vf.uni-lj.si Tel: 00 386 1 4779 852 Fax: 00 386 1 28 32 243	http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/ http://www.vf.uni-lj.si/vf/index.php/en/
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B. Mobility numbers⁵ 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, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]
SI LJUBLJA01	TR AKSARAY01	0031	Veterinary medicine	1 st	4 months X 1 students
TR AKSARAY 01	SI LJUBLJA01	0031	Veterinary medicine	1 st	4 months X 1 students

*[*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 *
SI LJUBLJA01	TR AKSARAY01	0031	Veterinary medicine	5 days (1 person)	5 days (1 person)
TR AKSARAY 01	SI LJUBLJA01	0031	Veterinary medicine	5 days (1 person)	5 days (1 person)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR AKSARAY 01	Veterinary	Turkish	English	B1	B2
SI LJUBLJA01	Veterinary	Slovene	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

TR AKSARAY01:

STUDENTS

- Nominations

⁶For 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>

Student nominations should be sent (e-mail) by the Partner University to International Office asu.erasmus@gmail.com before 1st September (winter semester) and 15th January (summer semester)

- Application procedure

All the nominated students should prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of ASU

Detailed information about the procedure:

<http://iro.aksaray.edu.tr/index.asp>

STAFF

- Academic teachers interested in a teaching visit at the Aksaray University should contact the International Office, who will then forward the query to the appropriate faculty.
- Non-academic staff members who are interested in spending one week training at the Aksaray University under the Erasmus programme should at first contact the International Office of Aksaray University, who will then forward the query to the appropriate department.

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 AKSARAY 01	1 st September	15 th January
SI LJUBLJA01	25 December	2 January

[* 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 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

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.

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

TR AKSARAY01

Local grade	ECTS grade	% of successful students normally achieving the grade	Definition
AA	A	10	EXCELLENT – outstanding performance with only minor errors
BA	B	15	VERY GOOD – above the average standard but with some errors
BB	C	30	GOOD – generally sound work with a number of notable errors
CB	D	25	SATISFACTORY – fair but with significant shortcomings
CC	E	20	SUFFICIENT – work and results fulfil minimum criteria
FD	FX	-	FAIL - some more work required before the credit can be awarded
FF	F	-	FAIL - considerable further work is required

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 AKSARAY 01	International Relations Office +90 382 288 2896 asuerasmus@gmail.com	http://www.mfa.gov.tr/default.en.mfa
SI LJUBLJA01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592 <i>Outgoing</i> student.office@uni-lj.si Tel: 00 386 1 2418594	http://www.uni-lj.si/international cooperation and exchange/incoming students/

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 AKSARAY01	International Relations Office +90 382 288 2896 asuerasmus@gmail.com	http://iro.aksaray.edu.tr/index.asp
SI LJUBLJA01	<i>incoming</i> intern.office@uni-lj.si , Tel: 00 3861 2418592 <i>outgoing</i> student.office@uni-lj.si , Tel: 00 386 1 2418594	http://www.uni-lj.si/international cooperation and exchange/incoming students/

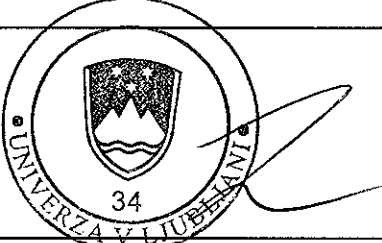
4. Housing

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 AKSARAY01	International Relations Office +90 382 288 2896 asuerasmus@gmail.com	http://iro.aksaray.edu.tr/index.asp
SI LJUBLJA01	intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/international cooperation and exchange/incoming students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR AKSARAY01	Assoc. Prof. Dr. Mustafa ACAR International Relations Office Coordinator		
SI LJUBLJA01	Dean of the Faculty by the Authorisation of the Rector Prof. Dr. Andrej Kirbiš	16 -12- 2014	

⁸Scanned signatures are accepted

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR AKSARAY01	Assoc. Prof. Dr. Mustafa ACAR International Relations Office Coordinator	05/12/2014	
SI LJUBLJA01	Dean of the Faculty by the Authorisation of the Rector Prof. Dr. Andrej Kirbiš	16-12-2014	

anned signatures are accepted