



Erasmus+ Programme

Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between third countries associated to the Programme and third countries not associated to the Programme

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 2022-2027 in: KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education¹ and in this agreement.

The institutions agree on exchanging their mobility-related data according to the <u>principles of GDPR²</u> and in line with the technical standards of the <u>European Student Card Initiative</u>³, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Websites
ANADOLU UNIVERSITY PIC NUMBER: 983142434 OID NUMBER: E10169364	TR ESKISEH01	Prof. Dr. Bilge Kağan ÖZDEMİR, Erasmus Institutional Coordinator Phone: 0090 222 335 05 80 Ext: 4463	General: http://www.anadolu.edu.tr/en Faculty/faculties: https://www.anadolu.edu.tr/en /academics
UNIVERSITY OF PRIZREN UKSHIN HOTI	PRIZREN01	Fax: 0090 222 330 74 37 bilgeko@anadolu.edu.tr Përparim Avdullahu Head of Division	Course catalogue: http://abp.anadolu.edu.tr/ General:https://www.uni- prizren.com/en.
PIC: 934191578		Head of Division	Faculty/faculties

¹https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en_

https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

⁴Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

10154600	International Relations Office	Course catalogue:
OID: 10154630	+38349858419	
	Perparim.avdullahu@uni- prizren.com	

2. Mobility numbers per academic year

The partners agreeto update the mobility data, whenever possible, by no later than the end of January in the preceding academic yearformally via an amendment of the inter-institutional agreement.

Number of student mobility periods

FROM [Erasmus code or city of the	(Erasmus code Erasmus code or city of the or city of the		dice indiac	Study cycle [short	Number of student mobility periods	
sending institution]	receiving institution]	code [ISCED]		cycle, 1 st , 2 nd , 3 rd	Student Mobility for Studies	Student Mobility for Traineeships
TR ESKISEH01	PRIZREN01	0311	Economics	1 st , 2 nd , 3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0311	Economics	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	041	Business Administration	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	041	Business Administration	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	0232	Turkish Language and Literature	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0232	Turkish Language and Literature	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	1015	Tourism Management	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	1015	Tourism Management	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	0114	English Language Teaching	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0114	English Language Teaching	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	0114	German Language Teaching	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0114	German Language Teaching	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	0112	Pre-school Education	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0112	Pre-school Education	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months
TR ESKISEH01	PRIZREN01	0113	Classroom Teaching	1 st , 2 nd , 3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0113	Classroom Teaching	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months

TR ESKISEH01	PRIZREN01	0421	Law	1 st , 2 nd , 3 rd	2 X 5 months	2 X 5 months
PRIZREN01	TR ESKISEH01	0421	Law	1 st ,2 nd ,3 rd	2 X 5 months	2 X 5 months

Number of staff mobility periods

FROM [Erasmus code of the sending	TO [Erasmus code of the	Subject area	Subject area name	Number of staff mobilityperiods	
institution]	receiving institution]	code [ISCED]		Staff Mobility for Teaching	Staff Mobility forTraining
TR ESKISEH01	PRIZREN01	0311	Economics	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0311	Economics	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	041	Business Administration	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	041	Business Administration	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	0232	Turkish Language and Literature	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0232	Turkish Language and Literature	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	1015	Tourism Management	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	1015	Tourism Management	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	0114	English Language Teaching	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0114	English Language Teaching	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	0114	German Language Teaching	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0114	German Language Teaching	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	0112	Pre-school Education	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0112	Pre-school Education	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	0113	Classroom Teaching	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0113	Classroom Teaching	2 X5-16 days	2 X5-16 days
TR ESKISEH01	PRIZREN01	0421	Law	2 X5-16 days	2 X5-16 days
PRIZREN01	TR ESKISEH01	0421	Law	2 X5-16 days	2 X5-16 days
	1		1		L

Optional additional information

e.g. blended mobility, etc.		

3. 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 <u>language skills</u>⁶ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving	Subject Language Language		Recommended level		
institution [Erasmus codeor city]	area (Optional)	instruction 1	instruction 2	Student Mobility [Minimum recommended level: B11	Staff Mobility [Minimum recommended levelfor teaching: B2]
TR ESKISEH01		Turkish	English	B1	B2
PRIZREN01		Albanian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

- 4. Partnership arrangements: fees and organisational support funds
 In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:
 - In connection with the organization or administration of their Erasmus+ mobility period. Any
 violation to this rule by the partners shall be brought to the attention of the National Agency and
 may lead to the termination of the participation in the project linked to this inter-institutional
 agreement, if no corrective measures are taken.
 - 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
The Organisational support (OS) will be used by the applicant organisation to cover costs directly linked to the implementation	-
of mobility activities.	

⁶For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

- Outreach and Selection of participants: calendar, application procedure and requirements
- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparentand documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit
 are taken into account to ensure participation of students with fewer opportunities. Selection
 criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁷	
TR ESKISEH01	Winter Term: from September to February	Applications: End of July Nominations: End of May	
	Spring Term: from February to June	Applications: End of January Nominations: Mid-December	
PRIZREN01	Winter Term: from September to February Spring Term: from February to June	Applications: End of July Nominations: End of May	
		Applications: End of January Nominations: Mid-December	

The receiving institution will send its decision within 3 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information	
TR ESKISEH01	Responsible for Incoming Students Inst. Gülsüm Uğuz E-mail: gulsumuguz@anadolu.edu.tr Tel: 0090 222 330 74 37	http://uib.anadolu.edu.tr/en	

⁷ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

	Responsible for Incoming Staff Inst. Lili Feng Bahtiyar E-mail: lilifeng@anadolu.edu.tr Tel: 0090 222 330 74 37	
PRIZREN01	Përparim Avdullahu Head of Division International Relations Office +38349858419 Perparim.avdullahu@uni-prizren.com	http://uni-prizren,com/en

Requirement	Details
Student Mobility	 To be enrolled at one of the full-time programmes (including evening education programmes) at the home university and not to be in the position of graduation. If benefited from any of Lifelong Learning Programme/Erasmus+ programmes in the current cycle (BA, MA, PhD), total duration of mobilities cannot exceed 12 months, including the intended activity. GPA for BA students: minimum 2.20 over 4.00 GPA for MA and PhD students: minimum 2.50 over 4.00 To have a document that certifies at least B1 level (or 60 points over 100) of English. All the applicant students are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding % 50 of GPA to % 50 of foreign language score and are nominated beginning from the top of the list for the available quota.
Staff Mobility	Points will be added to or deduced from the base point according to the selectin criteria. The selectin criteria will be announced for each application call via e-mail.

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the <u>Erasmus+</u> <u>Student Charter</u>⁸.
- Arrange travels or provide a pre-financing of the grant to reduce the costs that participantsneed to cover upfront, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

• The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best

⁸ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter en

practice to use the individualgrant to pay for the deposit of dormitories.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of linguistic proficiency and develop their intercultural competences.
- Provide assistance related to obtaining visas, when required, for incoming and outgoing mobile
 participants, according to the requirements of the Erasmus Charter for Higher Education and, if
 needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining insurance, when required, for incoming and outgoing
 mobile participants, according to the requirements of the Erasmus Charter for Higher Education
 and use project funds in the most inclusive way to cover related costs partially or in full. The
 receiving institution will inform mobile participants of cases in which insurance cover is not
 automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming participants with fewer opportunities.
- Provide appropriate mentoring and support arrangements for mobile participants, including
 for those pursuing blended mobility, as well as integrate incoming mobile participants into
 the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as ambassadors of the Erasmus+ Programme and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information& arrangements	
Accommodation Visa Insurance		Responsible for Incoming Students Inst. Gülsüm Uğuz E-mail: gulsumuguz@anadolu.edu.tr Tel: 0090 222 330 74 37	Participants will be informed by e-mail. Please contact the Turkish Embassy in your country. Participants will be informed by e-mail.	
Inclusion of participants with fewer opportunities	TR ESKISEH01	Responsible for Incoming Staff Inst. Lili Feng Bahtiyar E-mail: lilifeng@anadolu.edu.tr Tel: 0090 222 330 74 37	In case of additional requirements with regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office – uib@anadolu.edu.tr	
			https://uib.anadolu.edu.tr/en/higher- education-working-group-on-special-needs https://www.anadolu.edu.tr/en/campus- life/campus-information/disability-support- services	
Accommodation	PRIZREN01	Përparim Avdullahu Head of Division	http://uni-prizren.com/en	
Visa	1.2	International Relations Office	http://uni-prizren,com/en	

	+38349858419	
Insurance	Perparim.avdullahu@uni- prizren.com	http://uni-prizren.com/en
Inclusion of participants with fewer opportunities		

7. Recognition

Institutions commit to:

Ensure recognition for activities satisfactorily completed.

TR ESKISEH01

Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognize the student's academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognize the total number of ECTS credits (or equivalent) contained in Learning Agreement (Table B) and count them towards the student's degree, without the need for the student to take any further courses or exams. After the mobility, the Sending Institution should send the TOR which includes all transferred courses to Anadolu University Office for International Affairs.

PRIZREN01

Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognize the student's academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognize the total number of ECTS credits (or equivalent) contained in Learning Agreement (Table B) and count them towards the student's degree, without the need for the student to take any further courses or exams. After the mobility, the Sending Institution should send the TOR which includes all transferred courses to Ukshin Hoti University Office for International Affairs.

- 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 non-academic organizations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o 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.
 - o Providingstudents on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility

period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through <u>EGRACONS</u>according to the descriptions in the <u>ECTS users' guide</u>⁹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information			
TR ESKISEH01	-	https://abp.anadolu.edu.tr/en/kurumsal/oncekiOgrenme			
		LETTIK GRADES AND GRADE POINTS			
		Grades con	ared for the		Grades not counted for GPA
		Local Grade	Grade Paint	Local Grade	Explanation
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		Cand A ed. SEE gude !			
PRIZREN01			ni-prizren		
		Students	Students Tarrifs – UPZ (uni-prizren.com)		
		Student's	Handboo	ni-prizren.com)	

9. Any other information regarding the terms of the agreement (optional)

10. 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 2027 will only take effect as of 1 September 2027+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
TR ESKISEH01	Prof. Dr. Fuat ERDAL, Rector	21-07.2022	Juda
PRIZREN01	Prof.asoc. dr. Samedin Krrabaj Rector	12.07:2022	man

 $^{^{10}}$ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation