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

Inter-institutional[1] agreement 20[21]-20[27][2]
between institutions from
Programme and Partner Countries[3]

[Minimum requirements][4]

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+.

Kahramanmaras Sutcu Imam University

and

Prizren "Ukshin Hoti" University

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[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] Higher Education Institutions have to agree on the period of validity of this agreement

[3] Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

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

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A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city[5]	Contact details[6] (email, phone)	Website (eg. of the course catalogue)
Kahramanmaras Sutcu Imam University (KSU), TÜRKİYE Organisation ID Code: PIC Code:	TR KAHRAMA01/ Kahramanmaras	**Contact Details:** Erasmus Office: Lecturer Emrehan Emiroğlu e-mail: emrehanemiroglu@ksu.edu.tr Phone: +90 344 300 – 4363 Erasmus+ Institutional Coordinator/ IRO Manager: Ozlem Nalbantbaşı Phone: +90 344 300 – 1072 e-mail: ozlemn@ksu.edu.tr Erasmus+ KA171 official e-mail: ka171erasmus@ksu.edu.tr	https://www.ksu.edu.tr https://erasmus.ksu.edu.tr/ This link is for the **course catalogue KSU.** https://obs.ksu.edu.tr/oibs/BOLOGNA/start.aspx?gkm=0010355253666036600388083112022923219431115377 8437840
University"Ukshin Hoti" Prizren (UUHP), Republic of Kosova Organisation ID: 10154630 PIC: 934191578	Prizren01	**Contact Details:** Erasmus Office: Përparim Avdullahu Head of Division International Relations Office Tel:+38349858419 perparim.avdullahu@uni-prizren.com	General: https://uni-prizren.com Course catalogue: https://www.uni-prizren.com/en/students/

B. Mobility numbers[7] 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, EQF LEVEL 5st Associate Level; EQF LEVEL 6st Bachelor's Level; EQF LEVEL 7st Master's Degree; EQF LEVEL 8rd Doctorate Level * Please Check				Number of student mobility periods		
				5	6	7	8	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships * If Available Please Click	
UUHP	KSU:	0610	(Computer Engineering/Computer Programming/ Computer-Based Design/Graphics)	☒	☒	☒	☐	2 x 5 months = 10 months	☒	2 x 2 months =4 months
		0713	Electrical & Electronics Engineering/Electric	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0732	Civil Engineering/Construction Technology	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0715	Mechanical Engineering/Machinery	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 nths
		0521	Environmental Engineering	☒	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0721	Food Engineering/Food Technology	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0532	Geological Engineering	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0723	Textile Engineering/Textile Technology	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0912	Medicine	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0911	Dentistry	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months

[7] 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)

Code	Field					Duration		Duration
0913	Nursing	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0913	Midwifery	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0915	Physiotherapy/Therapy and rehabilitation	☒	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0910	Health Sciences/ Medical Services (Anaesthesia/Radiology /First and Emergency Aid/Laboratory Techniques	☒	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0311/ 0411/ 0412	Economics/Banking and Insurance/Finance/Acc ounting and Taxation	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0418	Business Administration/Marketi ng/	☒	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0300	Public Administration	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0400	Health Administration	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
	Social Services	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0312	Political Sciences and International Relations	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
1040	Internal Trade and Logistics	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0230/ 0110	English Language Education	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0112	Primary Education/Child Care/Pre-School Education	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0313	Psychology/ Psychological Counselling and Guidance	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0230/ 0110	Turkish Language Education	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0110	Educational Sciences	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0110	Special Education	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0110/ 0400	Educational Administration	☐	☐	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0821	Forest Engineering/ Forest Industry Engineering	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months

Code	Department					2 x 5 months = 10 months		2 x 2 months = 4 months
0828/ 0730	Landscape Architecture	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0812	Horticulture	☐	☒	☒	☒	2 x 5 months ≈ 10 months	☐	2 x 2 months =4 months
0810	Plant Protection	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0810	Bio-system Engineering	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0810	Agricultural Economics	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months ≈4 months
0810	Field Crops Department	☐	☒	☒	☒	2 x 5 months ≈ 10 months	☐	2 x 2 months ≈4 months
0810	Soil Science and Plant Protection	☐	☐	☒	☒	2 x 5 months ≈ 10 months	☐	2 x 2 months =4 months
0510	Biology	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0531	Chemistry	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months = 4 months
0541	Mathematics	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0533	Physic	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0532	Geography	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0222	Archaeology	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months ≈4 months
0222	Department of History	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months ≈4 months
0232	Turkish Language and Literature	☐	☒	☒	☒	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0230	Translation Studies	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0221	Theology	☐	☒	☒	☒	2 x 5 months ≈ 10 months	☐	2 x 2 months ≈4 months
0213	Painting	☐	☒	☐	☐	2 x 5 months = 10 months	☒	2 x 2 months =4 months
0213	Department of Music	☐	☒	☒	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0212	Textile and Fashion Design Department	☐	☒	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months

FROM [Erasmus code or city of the receiving institution]	TO [Erasmus code or city of the sending institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, EQF LEVEL 5st Associate Level EQF LEVEL 6st Bachelor's Level EQF LEVEL 7st Master's Degree EQF LEVEL 8rd Doctorate Level * Please Check				Number of student mobility periods		
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KSU	UUHP	0610	(Computer Engineering/Computer Programming/Computer-Based Design)	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
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Code	Field					Duration		Duration
0311/ 0411/ 0412	Economics/Banking and Insurance/Finance/ Accounting and Taxation	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
0418	Business Administration/Marketing/	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
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		0531	Chemistry	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0541	Mathematics	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
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		0221	Theology	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0213	Painting	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0213	Department of Music	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 months
		0212	Textile and Fashion Design Department	☐	☐	☐	☐	2 x 5 months = 10 months	☐	2 x 2 months =4 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 *
KSU	UUHP	All ISCED Codes mentioned Above	All Subject Areas mentioned Above	2 Spots for Each ISCED Codes/Subject Areas x 8 hours (1 week)	2 Spots for Each ISCED Codes/Subject Areas 5 days (1 week)
UUHP	KSU	All ISCED Codes mentioned Above	All Subject Areas mentioned Above	2 Spots for Each ISCED Codes/Subject Areas x 8 hours (1 week)	2 Spots for Each ISCED Codes/Subject Areas 5 days (1 week)

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level[8]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KAHRAMA01	All	Turkish	English	B1	B2
UUHP	All	English	Turkish	B1	B1

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.

- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.

- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

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[8] 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

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

- 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 enterprises and the mobile participants.

- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

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

E.   Additional requirements

[Selection criteria for students and staff will be defined by Kahramanmaras Sutcu Imam University with taking into consideration of Erasmus+ International Credit Mobility Handbook prepared by Turkish National Agency. Division of organisational funds will be defined by board decision of KSU, International Relations Office. Both institutions have to undertake the responsibility of cultural preparation of students and staff upon arrival. Recognition of students and staff will have to be made automatically in 60 days after the official documents send to respectful institution. A detailed recognition report should be sent by e-mail to home university of students and staff.]

[Kahramanmaras Sutcu Imam University has the necessary infrastructure to welcome students and staff with disabilities. Upon request by the participant, KSU can support the disabled participant with extra grant by consulting to Turkish National Agency.]

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
TR KAHRAMA01	30th of May	30th of November
Prizren01	30th of May	30th of November

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

2. The receiving institution will send its decision within [3] 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."]

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' guide[9]. 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.]

For the grading system of KSU

For **grading system** of KSU: Grading system is given below here;

GRADE POINTS	EVALUATION	COEFFICIENT	PERCENTAGE
AA	Excellent	4.0	90-100
BA	Very Good	3.5	85-89
BB	Good	3.0	75-84
CB	Satisfactory	2.5	70-74
CC	Sufficient	2.0	60-69
DC+	Conditional Success	1.5	50-59
DC	Fail	1.5	50-59
FF	Fail	0.0	0-49
YT	Satisfactory	....	....
UB	Fail	....	....
MU	Exempt	....	....

DC+: Conditional Sucess (It is used for Associate's and Bachelor's degrees)
YT: Satisfactory, but not included in CGPA
MU: Is given for the qualification obtained formal education before the attendance of the program

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 KAHRAMA01	int-relations@ksu.edu.tr +90 344 300 43 63	http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa https://www.evisa.gov.tr/en/
PRIZREN 01	Përparim Avdullahu Head of Division International Relations Office	

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[9] http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

	Tel:+38349858419 perparim.avdullahu@uni-prizren.com	

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:

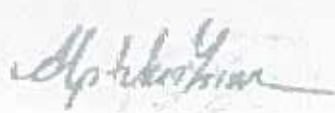| Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
TR KAHRAMA01	int-relations@ksu.edu.tr +90 344 300 43 63	http://erasmus.ksu.edu.tr/
PRIZREN01	Tel:+38349858419 perparim.avdullahu@uni-prizren.com	

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 KAHRAMA01	int-relations@ksu.edu.tr +90 344 300 43 63	http://erasmus.ksu.edu.tr/ (For students, IRO will arrange a suitable dormitory in main campus.)
PRIZREN01	Tel:+38349858419 perparim.avdullahu@uni-prizren.com	

H. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[10]
Kahramanmaras Sutcu Imam University (KSU), Kahramanmaras, TÜRKİYE **TR KAHRAMA01**	Prof. Dr. Alptekin YASIM Rector	20.12.2023	
Prizren "Ukshin Hoti" University (UUHP), Prizren, Kosovo **PRIZREN01**	Prof. Assoc. Dr. Mentor ALISHANI Rector	03.01.2024	

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