

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

Inter-institutional¹ agreement 2022-2027
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

<i>Full name of the institution / country</i>	<i>Erasmus code or city⁴</i>	<i>Contact details⁵ (email, phone)</i>	<i>Website (eg. of the course catalogue)</i>
UNIVERSITY OF ISFAHAN	E10073500	Administrative Contact Person: Assoc. Prof. Dr. Mohammad Amiryousefi Deputy director of the Office of International Scientific Cooperation Phone: +989132132381, +983137935141 Email: m.amiryousefi@fgn.ui.ac.ir, m.amiryousefi@yahoo.com	
		Academic Contact Person: Dr. Mehrdad Hejazi Assoc. Prof. Faculty of Civil Engineering and Transportation Phone: +98 313793 5308 +98 9131140282 Email: m.hejazi@eng.ui.ac.ir mm.hejazi@yahoo.com	

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.

FATİH SULTAN MEHMET VAKIF UNIVERSITY (FSMVU)	TR ISTANBU39	Institutional coordinator: Dr.Bedia Tekin Phone: +90 (212) 5218100-4322 e-mail: btekin@fsm.edu.tr Administrative Contact Mrs. Vusala Aghayeva FSMVU Sütluçe Mah. Karaağaç Cad. No: 12 Beyoğlu/İSTANBUL Tel: (+90) 212 369 81 62 – Ext:4087e-mail: erasmus@fsm.edu.tr	International Programs Office- IPO http://ipo.fsm.edu.tr/
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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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
UNIVERSITY OF ISFAHAN	FSMVU		Foreign Languages/History/Civil Engineering	3 rd	2 x 2 months	-
FSMVU	UNIVERSITY OF ISFAHAN		Foreign Languages/History	3 rd	2 x 2 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 *
UNIVERSITY OF ISFAHAN	FSMVU	-	ANY	2 x 5 days	2 x 5 days
FSMVU	UNIVERSITY OF ISFAHAN				

⁶ 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 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]
UNIVERSITY OF ISFAHAN	Any	English	English	B2	B2
FSMVU	Any	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. 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.

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>

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

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

[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 including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

UNIVERSITY OF ISFAHAN welcomes applications from staff for a training/teaching period, however, it is at the discretion of the department concerned whether or not to accept a staff training visitor. Applications must be sent at least two months prior to the desired mobility period. The student Counseling Department takes care of the facilities for students with special needs. It coordinates and monitors all the initiatives relating to the integration of students with disabilities in all aspects of university life, giving them the possibility to attend lessons and laboratory sessions and to get access to libraries and other university facilities. Visit <http://studentaffairs.ju.edu.jo/en/english/Pages/StudentsGuide.aspx>

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]
UNIVERSITY OF ISFAHAN	September - January	January - June
FSMVU	September - January 31	February - June 30

[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 [4] weeks after the assessment period has finished at the receiving HEI.

G. Information

1. Grading systems of the institutions

FSMVU:

Partner institution 's grading system:

<http://obs.fatihisultan.edu.tr/oibs/bologna/index.aspx>

UNDERGRADUATE PERCENTAGE	GRADUATE PERCENTAGE	COURSE GRADE	GRADE POINTS
90 - 100	90 - 100	AA	4.0
85 - 89	85 - 89	BA	3.5
75 - 84	75 - 84	BB	3.0
65 - 74	65 - 74	CB	2.5
60 - 64	60 - 64	CC	2.0

50 - 59	N/A	DC	1.5
45 - 49	N/A	DD	1.0
40 - 44	N/A	FD	0.5
00 - 39	00 - 59	FF	0.0

UNIVERSITY OF ISFAHAN:

At the University of Isfahan, the passing grade point for a single course is 10.00 out of 20 for BA/BSc graduate programs, and 12.00 and 14.00 for MA/MSc and Ph.D. programs, respectively.

However, it should be noted that Students' Grade Point Average (GPA) for each semester should not be less than 12, 14, and 16 for BA/BSc, MA/MSc, and Ph.D. programs, respectively.

Grade	Scale 1	Scale 2	Description	Mentioned
16-20	A	4	Excellent	Highest Distinction
14-15.99	B	3	Very Good	Higher Distinction
12-13.99	C	2	Good	Distinction
10-11.99	D	1	Acceptable	--
0-9.99	F	0	Fail	--

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
UNIVERSITY OF ISFAHAN	int-office@ui.ac.ir Tel: +98 31 3793 5158 Houri Zarei (Mrs.)	https://isc.ui.ac.ir/page-internationalMain/fa/50/form/Ci3230/link
FSMVU	erasmus@fsm.edu.tr Tel: +90(212) 521 81 00 ext:4087	http://ipo.fsm.edu.tr/International-Programs-Office-IPO--Incoming

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
UNIVERSITY OF ISFAHAN	int-office@ui.ac.ir Tel: +98 31 3793 5158 Houri Zarei (Mrs.)	https://isc.ui.ac.ir/page-internationalMain/fa/50/form/CI3230/link
FSMVU	erasmus@fsm.edu.tr Tel: +90(212) 521 81 00 ext:4087	http://ipo.fsm.edu.tr/International-Programs-Office-IPO--Incoming

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
UNIVERSITY OF ISFAHAN	int-office@ui.ac.ir Tel: +98 31 3793 5158 Houri Zarei (Mrs.)	https://isc.ui.ac.ir/page-internationalMain/fa/50/form/CI3230/link
FSMVU	erasmus@fsm.edu.tr Tel: +90(212) 521 81 00 ext:4087	http://ipo.fsm.edu.tr/International-Programs-Office-IPO--Incoming

G. CONFIDENTIALITY CLAUSE

Both the sending and receiving institutions hereby acknowledge that any personal data and/or personally identifiable information shared between the institutions for the purpose of fulfilling the mobility task shall not be shared with any 3rd party institutions that are outside the treatment process and/or required procedures for the mobility and/or key action in question.

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
UNIVERSITY OF ISFAHAN	Prof. Arash Shahin President Consultant in International Affairs and Director of the International Scientific Cooperation Office	04/12/2022	<i>A. Shahin</i> 
FATIH SULTAN MEHMET VAKIF UNIVERSITY (FSMVU)	Prof. Dr. Z.Hakan AKPOLAT Vice-Rector	14./12./2022	<i>Z. Hakan Akpolat</i> 

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation