



# Erasmus+ Programme

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

### Inter-institutional agreement 2014/2015 -2020/2021 between programme countries

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	Erasmus code	Contact details (email, phone)
<b>Middle East Technical University (METU)</b> <b>Orta Dogu Teknik Universitesi (ODTU)</b>  <u>Correspondence Address</u> International Cooperations Office, Main Library, Solmaz Izdemir Hall, 06800 Ankara Turkey  <u>Website</u> <a href="http://www.metu.edu.tr">www.metu.edu.tr</a>	TR ANKARA04	<b>Institutional Coordinator</b> Prof. Dr. Aysegul Daloglu, Assistant to the President, Tel . +90 312 210 4114, Fax. +90 312 210 7948, <a href="mailto:daloglu@metu.edu.tr">daloglu@metu.edu.tr</a>
		<b>International Office Coordinator</b> Pinar Dede Isikman International Cooperations Office, Tel. +90 312 210 2298, Fax. +90 312 210 7176, <a href="mailto:dede@metu.edu.tr">dede@metu.edu.tr</a>
		<b>Departmental Coordinator(s)</b>
<b>Harokopio University</b> <b>Χαροκόπειο Πανεπιστήμιο</b>  Department of Geography	G KALLITH01	<b>Institutional Coordinator</b>  Prof. Dr. G. Dedousis Harokopio University Email: <a href="mailto:dedousi@hua.gr">dedousi@hua.gr</a> T.: +30 2109549304
		<b>International Office Coordinator</b>  Dept. of International & Public Relations – ERASMUS Office <a href="mailto:erasmus@hua.gr">erasmus@hua.gr</a> T.: +30 2109549330 – F.: +30 2109577050
		<b>Departmental Coordinator(s)</b> As. Prof. Dr. I. Parharidis Department of Geography Harokopio University <a href="mailto:parchar@hua.gr">parchar@hua.gr</a> T.: +30 2109549345  In charge of the current departmental flow Prof. Dr. Pavlos- Marinos Delladetsimas Department of Geography Email: <a href="mailto:p.delladetsimas@hua.gr">p.delladetsimas@hua.gr</a> T.: +30 2109549343

## B. Mobility numbers per 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.

### STUDENT MOBILITY


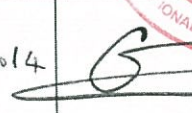
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods  Student Mobility for Studies  [number of students X average duration]
TR ANKARA04	G KALLITH01	2.3 2.4	Urban Planning; Regional Planning	2 <sup>nd</sup> 3 <sup>rd</sup>	2 students X 5 months
G KALLITH01	TR ANKARA04	0731	Architecture and town planning	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2 students X 5 months

### STAFF MOBILITY

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 per staff]
TR ANKARA04	G KALLITH01	2.3 2.4	Urban Planning; Regional Planning	5 days
G KALLITH01	TR ANKARA04	0731	Architecture and town planning	5 days

Further requirements and information for each institution are provided in Annex 1 and Annex 2 to this agreement. These annexes are integral part of this agreement and the agreement cannot be considered valid without the submission of both annexes.

## C. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR ANKARA04	Prof. Dr. Aysegul Daloglu, Institutional Coordinator	19.02.2015	
G KALLITH01	Prof. Evangelia Georgitsoyanni Vice-Rector of Academic Affairs and Personnel	05.03.2014	



# Annex-1 to Erasmus+ Inter-Institutional Agreement

## Fact Sheet

### MIDDLE EAST TECHNICAL UNIVERSITY

#### A. INFORMATION ABOUT HIGHER EDUCATION INSTITUTION

Name of the institution	Middle East Technical University (METU) Orta Doğu Teknik Üniversitesi (ODTU)
Erasmus code	TR ANKARA04
Institution website	<a href="http://www.metu.edu.tr">www.metu.edu.tr</a>
Academic programs / departments	<a href="http://www.metu.edu.tr/faculties-institutes-schools">http://www.metu.edu.tr/faculties-institutes-schools</a>
Online course catalogue	<a href="http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php">http://oibs3.metu.edu.tr/View_Program_Course_Details_64/main.php</a>

#### B. 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:

Subject area	Language of instruction 1	Language of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
All subjects	English	-	B1	B2

#### C. ADDITIONAL REQUIREMENTS

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

Orientation Program for Incoming Students	Facilities for Students/Staff with Disabilities
TR ANKARA04 organizes an orientation program each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the orientation program because students are provided with vital information on course registration, campus accommodation, health issues, METU's IT facilities and residence permit.	TR ANKARA04 has a Disability Support Center (DSC; <a href="http://engelsiz.metu.edu.tr/en">http://engelsiz.metu.edu.tr/en</a> ) and "METU Without Barriers" student club. DSC offers academic support and orientation programs designed according to the specific needs of disabled students. It also provides transportation support on campus. Also some buildings on campus are accessible for students or staff with serious mobility impairments and in others disabled-friendly facilities are being constructed.

## E. CALENDAR

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

Autumn term* (1 <sup>st</sup> semester)		Spring term* (2 <sup>nd</sup> semester)	
Nomination Deadline	Application Deadline	Nomination Deadline	Application Deadline
-	May 31	-	November 15

\* to be adapted in case of a trimester system.

The receiving institution will send its **decision** within **4** weeks after the application deadline.

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]*

### 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

### F. 1. Grading system

Percentage	Letter Grade	Grade Point
90-100	AA	4
85-89	BA	3,5
80-84	BB	3
75-79	CB	2,5
70-74	CC	2
65-69	DC	1,5
60-64	DD	1
50-59	FD	0
49 and below	FF	0

Additional information available at:

<http://ico.metu.edu.tr/courses>

<http://oidb.metu.edu.tr/en/middle-east-technical-university-academic-rules-and-regulations-undergraduate-period-study>

### F. 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. **Student visa is compulsory for incoming students to the Middle East Technical University for registration procedures.** Information and assistance can be provided by the following contact points and information sources:

Contact details	Website for information
<a href="mailto:ico@metu.edu.tr">ico@metu.edu.tr</a>	<a href="http://ico.metu.edu.tr/visa-residence-permit">http://ico.metu.edu.tr/visa-residence-permit</a>

### **F. 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:

Contact details	Website for information
<a href="mailto:ico@metu.edu.tr">ico@metu.edu.tr</a>	<a href="http://ico.metu.edu.tr/health-safety">http://ico.metu.edu.tr/health-safety</a>

### **F. 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:

Contact details	Website for information
<a href="mailto:ico@metu.edu.tr">ico@metu.edu.tr</a>	<a href="http://ico.metu.edu.tr/accommodation">http://ico.metu.edu.tr/accommodation</a>

**November 2013**

# Annex-1 to Erasmus+ Inter-Institutional Agreement

## Fact Sheet

### HAROKOPIO UNIVERSITY

#### A. INFORMATION ABOUT HIGHER EDUCATION INSTITUTION

Name of the institution	<b>Harokopio University</b>
Erasmus code	G KALLITH01
Institution website	<a href="http://www.hua.gr">www.hua.gr</a>
Academic units	<a href="http://www.hua.gr/index.php/en/">http://www.hua.gr/index.php/en/</a>
Online course catalogue	<a href="http://www.geo.hua.gr/index.php?lang=en">http://www.geo.hua.gr/index.php?lang=en</a>

#### B. 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:

Subject area	Language of instruction 1	Language of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
All subjects	Greek	English	GREEK B1 or ENGLISH B2	ENGLISH B2

#### C. ADDITIONAL REQUIREMENTS

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

Orientation Program for Incoming Students	Facilities for Students/Staff with Disabilities
<b>G KALLITH01</b> <ul style="list-style-type: none"> <li>Related to STA - incoming: First contact before the mobility and the related arrangements should be done with the HUA's Faculty closer to the taught topic(s) or with the ECTS – ERASMUS Departmental Co-ordinator.</li> <li>Related to STT - incoming: First contact before the mobility and the related arrangements should be done either with the HUA's Faculty closer to the training topic, or with the ECTS – ERASMUS Departmental Co-ordinator, in case of Faculty's training, and with the ERASMUS Office, for administrative personnel.</li> </ul>	<p>Harokopio University welcomes disabled students and staff. The Departmental Co-ordinator should be informed by the partner about the support needs of a disabled student or member of staff three (3) weeks before the Application deadline.</p>

#### E. CALENDAR

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

<b>Autumn term*</b>	<b>Spring term*</b>
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(1 <sup>st</sup> semester)		(2 <sup>nd</sup> semester)	
Nomination Deadline	Application Deadline	Nomination Deadline	Application Deadline
	May, the 1 <sup>st</sup>		November, the 15 <sup>th</sup>

*\* to be adapted in case of a trimester system.*

The receiving institution will send its **decision** within **5** weeks after the application deadline.

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 5 weeks according to the Erasmus Charter for Higher Education guidelines]*

#### **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**

### **F. 1. Grading system**

**G KALLITH01** – <http://www.erasmus.hua.gr/index.php/en/grading-systems>

### **F. 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:

Contact details	Website for information
Dept. of International and Public Relations, ERASMUS OFFICE Dr. E. DURIE, <a href="mailto:edurie@hua.gr">edurie@hua.gr</a>    <a href="mailto:erasmus@hua.gr">erasmus@hua.gr</a> T.: +30 210 9549330    F.: +30 210 9577050	Hellenic Republic-Ministry of Foreign Affairs <a href="http://www.mfa.gr/en/visas/">http://www.mfa.gr/en/visas/</a>

### **F. 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:

Contact details	Website for information
Department of Academic Affairs – Students' care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: <a href="mailto:tacad.foitmer@hua.gr">tacad.foitmer@hua.gr</a>	<a href="http://www.hua.gr/index.php/en/healthcare">http://www.hua.gr/index.php/en/healthcare</a> European Health Insurance Card : <a href="http://ec.europa.eu/social/main.jsp?catId=509&amp;langId=en">http://ec.europa.eu/social/main.jsp?catId=509&amp;langId=en</a>

### **F. 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:

Contact details	Website for information
Department of Academic Affairs – Students’ care: Mrs. Aspasia Karamitsou T.: +30 2109549110 Email: <a href="mailto:tacad.foitmer@hua.gr">tacad.foitmer@hua.gr</a>	<a href="http://www.hua.gr/index.php/en/housing">http://www.hua.gr/index.php/en/housing</a> advice: <a href="http://eclass.hua.gr/courses/UNI111/">http://eclass.hua.gr/courses/UNI111/</a> <a href="http://www.esngreece.gr/">http://www.esngreece.gr/</a> <a href="http://www.stayinathens.com/">http://www.stayinathens.com/</a>

February 2014