



EUROPEAN UNION

**Erasmus+**  
Enriching lives, opening minds

2021-2027

**Erasmus+ Programme  
Inter-institutional agreement  
Key Action 1**

**Learning mobility for higher education students and staff**

**between EU Member States and third countries associated to the Programme  
and third countries not associated to the Programme**

The institutions<sup>1</sup> 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 20[21]-20[27] in:

- KA131
- 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 Education<sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>3</sup> and in line with the technical standards of the European Student Card Initiative<sup>4</sup>, 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.

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<sup>1</sup> Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en)

## 1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
<b>Gazi University</b>	TR ANKARA 02	Assoc. Prof. Aslihan Selcen BİNGÖL <b>Erasmus Institutional Coordinator</b> <a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> Tel: +903122023856 <b>Departmental Coordinator:</b> Dr. Serhan Köse Email: <a href="mailto:serhanköse@gmail.com">serhanköse@gmail.com</a>  Assoc. Prof. Dr. Asuman Aşık, <a href="mailto:asuman.asik@gmail.com">asuman.asik@gmail.com</a>	General: <a href="https://gazi.edu.tr/">https://gazi.edu.tr/</a> Faculty/faculties: <a href="https://gazi.edu.tr/view/page/12594">https://gazi.edu.tr/view/page/12594</a> Course catalogue: <a href="https://obs.gazi.edu.tr/oibs/bologna/index.aspx?lang=en#">https://obs.gazi.edu.tr/oibs/bologna/index.aspx?lang=en#</a>

<sup>5</sup> Higher 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>Federal University of Espírito Santo (UFES)</b>	UFES, Vitória	International Office Coordination of Cooperation Agreements. Avenida Fernando Ferrari, n.º 514, Campus Universitário Alaor Queiroz de Araújo, Goiabeiras, Vitória/ES, Brasil. CEP 29075-910. +55 (27) 4009 2046 +55 (27) 3145 9205. <a href="mailto:acordos.internacional@ufes.br">acordos.internacional@ufes.br</a> <a href="http://www.internacional.ufes.br">http://www.internacional.ufes.br</a>	General: <a href="https://www.ufes.br/">https://www.ufes.br/</a> Faculty/faculties: <a href="https://prograd.ufes.br/listacursos">https://prograd.ufes.br/listacursos</a> Course catalogue: <a href="https://prograd.ufes.br/listacursos">https://prograd.ufes.br/listacursos</a>
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## 2. Mobility numbers per academic year

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

### Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE <sup>7</sup> (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
TR ANKARA02	UFES, Vitória	0231	English Language Teaching	3rd	2	12	2	16
UFES, Vitória	TR ANKARA02	0231	English Language Teaching	3 <sup>rd</sup>	2	12	2	16

### Optional additional information

e.g. blended mobility, etc.

<sup>7</sup> <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

### 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 language skills<sup>8</sup> at the start of the mobility period (see also section 6 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
TR ANKARA02		Turkish	English	B1	B2
UFES, Vitória		Portuguese	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.

<sup>8</sup> For 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>

#### 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 organisation 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
OS budget will be managed by our University.	OS budget will be used for the expenses made for the orientation of the incoming staff and students.

#### 5. 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, transparent and 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:



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

Receiving institution [Erasmus code or city]	Term duration	Deadline <sup>9</sup>
TR ANKARA02	Winter Term: from 15 <sup>th</sup> of September to 30 <sup>th</sup> of January Spring Term: from 15 <sup>th</sup> of February to 30 <sup>th</sup> of June	15 <sup>th</sup> of August 15 <sup>th</sup> of January
UFES, Vitória	Winter Term: from 13 <sup>th</sup> of March to 14 <sup>th</sup> of July Spring Term: from 10 <sup>th</sup> of August to 14 <sup>th</sup> of December	13 <sup>th</sup> of February 10 <sup>th</sup> of July

The receiving institution will send its decision within 4 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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
TR ANKARA02	<a href="mailto:incomingerasmus@gazi.edu.tr">incomingerasmus@gazi.edu.tr</a>	<a href="https://erasmus.gazi.edu.tr/view/page/103344">https://erasmus.gazi.edu.tr/view/page/103344</a>
UFES, Vitória	<a href="mailto:mobilidade.internacional@ufes.br">mobilidade.internacional@ufes.br</a> <a href="mailto:acordos.internacional@ufes.br">acordos.internacional@ufes.br</a>	<a href="https://internacional.ufes.br/">https://internacional.ufes.br/</a>

<sup>9</sup> Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	<ol style="list-style-type: none"> <li>1- To be enrolled at one of the full time programmes (indicated in the Interinstitutional Agreement (IIA) with Gazi University) at home university and not to be in the position of graduation.</li> <li>2- To be completed first semester excluding prep school at home university.</li> <li>3- To be enrolled at one of the programmes in the study fields indicated in the IIA</li> <li>4- To be enrolled at programmes in the study cycles indicated in the IIA</li> <li>5- If benefitted from any of the EU programmes (Life Long Learning, Erasmus Mundus, Erasmus+, EMJMD) total duration should not exceed 12 months along with the intended activity.</li> <li>6- To have a document certifies at least B2 level of English or B1 level of Turkish.</li> <li>7- GPA for first cycle students 2.20/4.00. GPA for second and third cycle students 2.5/4.00.</li> <li>8- GPA (50%) and Language Proficiency (50%) are added and the total scores are sorted in a descending order.</li> </ol>	

	<p>9- Students who participated in LLP and/or Erasmus+ programmes before the intended mobility (-10 points).</p> <p>10- One academic semester must correspond to a workload of at least 30 ECTS credits or equivalent.</p>	
CV		
Motivation letter		
Inclusion measures <sup>10</sup>	Students with special needs: +10 points (It should be documented)	<a href="https://engelli-ogrenci-birimi.gazi.edu.tr/">https://engelli-ogrenci-birimi.gazi.edu.tr/</a> available infrastructure for: Reduced mobility or hearing/visual impairments, Students/staff with children, etc.
Other		

## 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 *Erasmus+ Student Charter*<sup>11</sup>.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance

<sup>10</sup> You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here:

[https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

<sup>11</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)

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 practice to use the individual grant 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	TR ANKARA02	<a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> 0090 312 202 2085	<a href="http://erasmus.gazi.edu.tr/?language=en_US">http://erasmus.gazi.edu.tr/?language=en_US</a> <a href="https://obs.gazi.edu.tr/oibs/bologna/index.aspx?lang=en#">#</a>
Language Support	TR ANKARA02	<a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> 0090 312 202 2085	<a href="http://erasmus.gazi.edu.tr/?language=en_US">http://erasmus.gazi.edu.tr/?language=en_US</a>
Visa	TR ANKARA02	<a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> 0090 312 202 2085	<a href="http://erasmus.gazi.edu.tr/?language=en_US">http://erasmus.gazi.edu.tr/?language=en_US</a>
Insurance	TR ANKARA02	<a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> 0090 312 202 2085	<a href="http://erasmus.gazi.edu.tr/?language=en_US">http://erasmus.gazi.edu.tr/?language=en_US</a>
Inclusion of participants with fewer opportunities	TR ANKARA02	<a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> <a href="mailto:engelliogrencibirimi@gazi.edu.tr">engelliogrencibirimi@gazi.edu.tr</a> 0090 312 202 28 76 0090 312 202 27 61	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring	TR ANKARA02	<a href="https://gazi.esnturkey.org/contact">https://gazi.esnturkey.org/contact</a>	<a href="https://gazi.esnturkey.org/">https://gazi.esnturkey.org/</a>
Grant payments	TR ANKARA02	<a href="mailto:erasmus@gazi.edu.tr">erasmus@gazi.edu.tr</a> 0090 312 202 2085	
Alumni information	TR ANKARA02	<a href="mailto:ogris@gazi.edu.tr">ogris@gazi.edu.tr</a>	<a href="https://obs.gazi.edu.tr/oibs/kariyer/">https://obs.gazi.edu.tr/oibs/kariyer/</a> <a href="https://kariyerplanlama.gazi.edu.tr/">https://kariyerplanlama.gazi.edu.tr/</a>

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	UFES	There is no accommodation available.	<a href="https://internacional.ufes.br/pt-br/mobilidade-para-ufes">https://internacional.ufes.br/pt-br/mobilidade-para-ufes</a>
Language Support	UFES	<a href="mailto:idiomas.internacional@ufes.br">idiomas.internacional@ufes.br</a> 55 27 4009 2046 <a href="mailto:secretaria@clinguas.org.br">secretaria@clinguas.org.br</a>	<a href="https://nucleodelinguas.ufes.br/">https://nucleodelinguas.ufes.br/</a>
Visa	UFES	<a href="mailto:incoming@ufes.br">incoming@ufes.br</a> 55 27 4009 2046	<a href="https://www.gov.br/pf/pt-br/assuntos/imigracao">https://www.gov.br/pf/pt-br/assuntos/imigracao</a>
Insurance	UFES	<a href="mailto:incoming@ufes.br">incoming@ufes.br</a> 55 27 4009 2046	
Inclusion of participants with fewer opportunities	UFES	<a href="mailto:incoming@ufes.br">incoming@ufes.br</a> 55 27 4009 2046	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring	UFES	<a href="mailto:incoming@ufes.br">incoming@ufes.br</a> 55 27 4009 2046	<a href="https://internacional.ufes.br/pt-br/mobilidade-para-ufes">https://internacional.ufes.br/pt-br/mobilidade-para-ufes</a>
Grant payments	UFES	<a href="mailto:incoming@ufes.br">incoming@ufes.br</a> 55 27 4009 2046	<a href="https://internacional.ufes.br/pt-br/mobilidade-para-ufes">https://internacional.ufes.br/pt-br/mobilidade-para-ufes</a>
Alumni information	UFES	<a href="mailto:incoming@ufes.br">incoming@ufes.br</a> 55 27 4009 2046	<a href="https://internacional.ufes.br/pt-br/mobilidade-para-ufes">https://internacional.ufes.br/pt-br/mobilidade-para-ufes</a>

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

- It is mandatory that mobility periods be recognised by both higher education institutions as stipulated in the inter-institutional agreement and in the Learning Agreement.
- The sending institution must fully recognise the activities successfully completed by the student during the mobility, and register them in the student's Transcript of Records.
- The participant will report on the quality of the recognition process by the sending institution via an online EU survey with specific sections on recognition, the results of which will be carefully monitored.
- The courses should be registered in the Transcript of Record as follows:
  1. Original name of the course
  2. Original credit of the course
  3. It should be stated in the transcript of records that the courses are taken at Gazi University.
  4. All the successfully completed credits should be recognised and registered in the Transcript of Records.

- 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 organisations 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. Providing students 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 [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)<sup>12</sup>. 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 ANKARA02		<a href="http://uemyo.gazi.edu.tr/posts/view/title/not-sistemi-ve-ortalama-hesabi-42228">http://uemyo.gazi.edu.tr/posts/view/title/not-sistemi-ve-ortalama-hesabi-42228</a>
UFES, Vitória		<a href="https://internacional.ufes.br/pt-br/mobilidade-para-ufes">https://internacional.ufes.br/pt-br/mobilidade-para-ufes</a>

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


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## 10. Termination of the agreement

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<sup>12</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](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 <sup>13</sup>
Gazi University	Assoc. Prof. Aslıhan Selcen BİNGÖL  Erasmus Institutional Coordinator	12.12.  2022	
UFES, Vitória	Prof. Yuri Luiz Reis Leite  Head of the International Office		
UFES, Vitória	Prof. Paulo Sergio de Paula Vargas  Rector		

<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation