



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2019-20[21]²

between programme countries

[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 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 (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Necmettin Erbakan University Faculty of Science	TR KONYA 04	Dr. Şeyma Akin International Office Necmettin Erbakan University erasmus@erbakan.edu.tr ERASMUS Departmental Coordinator, Mathematics/ Computer Asts. Prof. Ayşegül KETEN E-mail :aketen@erbakan.edu.tr	https://obs.erbakan.edu.tr/obs/bologna/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Ovidius University of Constanta	RO CONSTAN02	<p>ERASMUS Institutional Coordinator</p> <p>Assoc.Prof. Cristina DUHNEA, Phd.</p> <p>E-mail: erasmus@univ-ovidius.ro</p> <p>ERASMUS Departmental Coordinator, Faculty of Mathematics and Informatics</p> <p>Lecturer Denis IBADULA, Phd</p> <p>E-mail: denis.ibadula@univ-ovidius.ro</p> <p>Administrative Contact details:</p> <p>e-mail: cpoffice@univ-ovidius.ro</p> <p>uocpoffice@gmail.com</p> <p>Phone: +40241613016</p>	www.univ-ovidius.ro
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B. Mobility numbers⁵ 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 of the sending institution]	TO [Erasmus code 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 *
TR KONYA04	RO CONSTAN 02	0541	Mathematics /Computer	1 st , 2 nd 3 rd	2 students/ 10 months each	-

⁵ 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>)

RO CONSTAN 02	TR KONYA 04	0541	Mathematics /Computer	1 st , 2 nd 3 rd	2 students/ 10 months each	-
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[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 *
TR KONYA04	RO CONSTAN02	0541	Mathematics /Computer	2 staff/ 5 days each (8 hours)	2 staff/ 5 days each
RO CONSTAN0 2	TR KONYA 04	0541	Mathematics /Computer	2 staff/ 5 days each (8 hours)	2 staff/ 5 days each

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]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KONYA 04	0541	TURKISH	ENGLISH	B1	B1-B2
ROCONSTAN02	0541	ROMANIAN	ENGLISH	B1	B2

⁶ 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>

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

D. Additional requirements

At Ovidius University of Constanta

- Academic admission requirements:
 - A minimum of English language level of B1. Our university accepts internationally recognized certificate (e.g. Cambridge, IELTS, TOEFL) but also certificates issued by the home university with the signature and stamp of the person responsible.
- Selection and Admission process:
 - The partner university must send their nominations to our university by email (uocpoffice@gmail.com) in the deadlines corresponding to each semester. For the winter semester the deadline is 1st of July and for the summer semester the deadline is 15th of December.
 - After the nomination, the Erasmus Office of Ovidius University of Constanta will schedule an interview between the nominated students and two representatives of the Erasmus Office.
 - After successfully passing the Skype interview, the student(s) will receive also by email the application procedure and all the necessary information and documents in order to successfully complete their application process
 - After receiving the approval of the Erasmus Departmental Coordinator from within the faculty and of the Dean of the respective faculty, the Erasmus Office will issue the letter of acceptance, which will be signed by the Erasmus Institutional Coordinator and the Rector of Ovidius University of Constanta
- The Learning Agreement
 - The incoming students must consult the curriculum which will be send to them by email together with the application procedure email.
 - If the incoming students have any questions regarding the courses, they can contact directly our Departmental Coordinator, as the email address of the professor will be sent also with the application procedure
- Services for incoming students:
 - The Erasmus Office, together with our Departmental Coordinator are supporting our incoming student by offering them all the help and facilities they may need in order to successfully complete their study period abroad
 - The volunteer organization ESN, is helping the Erasmus Office, through a buddy system that they have implementing. Also, they are organizing at the beginning of each semester a welcome week, in which they are offering the incoming students the opportunity to familiarize themselves with our university and city.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR KONYA 04	June 30 th	November 30 th
RO CONSTAN02	1 st July – nominations 15 th July - applications	1 st December – nominations 15 th December - applications

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

2. The receiving institution will send its decision within [4] 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. *[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."]

F. Information

1. Grading systems of the institutions

RO CONSTAN02

Ovidius University of Constanta uses ECTS and its grading system is as follows:

- Excellent – 10
- Very good – 9, 8
- Good – 7
- Satisfactory – 6
- Sufficient – 5
- Unsatisfactory/Insufficient/Failed – 4, 3, 2, 1

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]	Contact details (email, phone)	Website for information
RO CONSTAN02	erasmus@univ-ovidius.ro uocpoffice@gmail.com tel: +40241613016	http://dri.univ-ovidius.ro/en/
TR KONYA 04	erasmus@erbakan.edu.tr tel:+90 332 3252015	https://obs.erbakan.edu.tr/oibs/bologna/

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]	Contact details (email, phone)	Website for information
TR KONYA 04	Incoming students: Exchange student service erasmus@erbakan.edu.tr 0090 (0) 332 321 20 15 Outgoing students: Meryem ALKIŞ malkis@erbakan.edu.tr 0090 (0) 332 325 14 25	https://www.erbakan.edu.tr/
RO CONSTAN02	erasmus@univ-ovidius.ro uocpoffice@gmail.com tel: +40241613016	http://dri.univ-ovidius.ro/en/

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]	Contact details (email, phone)	Website for information
TR KONYA 04	Incoming students: Exchange student service erasmus@erbakan.edu.tr	https://obs.erbakan.edu.tr/oibs/bologna/