



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

Inter-institutional¹ agreement 2021-20[29]²
between institutions from Programme and Partner Countries³
[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+.

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)
Erzurum Technical University	TR ERZURUM02	Institutional Coordinator: Assoc. Prof. Dr. Eyüphan MANAY (Institutional Erasmus Coordinator) E-mail: erasmus@erzurum.edu.tr Phone: +90 444 5 388	www.erzurum.edu.tr http://servis.erzurum.edu.tr/bologna/anasayfa/detay/en/7
Universiti Putra Malaysia	Serdang PIC: 999650282	Institutional Coordinator: Ida Suhaila Md Tahir UPM Erasmus Coordinator Prof. Dr. Suhaimi Abd Rahman	Putra International Centre (i-PUTRA) Universiti Putra Malaysia Email: idasu@upm.edu.my

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 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.

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

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
		Director,(i-PUTRA) Administration contact for mobility: Ms. Nadia Zawani Hussin Head of Mobility Section	Tel : +603-9769 6943 Email: dir@intl.upm.edu.my Tel : +603-9769 8656 Email: zawani@upm.edu.my Tel: +603-9769 7446

B. Mobility numbers⁷ 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 *
TR ERZURUM02	Serdang	0715	Mechanics and metal trades	3 rd	2 x 5 Months	3 x 2 Months
		0713	Electricity and energy	3 rd	2 x 5 Months	3 x 2 Months
		061	Information and Communication Technologies	3 rd	2 x 5 Months	3 x 2 Months
		051	Biological and related sciences	3 rd	2 x 5 Months	3 x 2 Months
		054	Mathematics and statistics	3 rd	2 x 5 Months	3 x 2 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>)

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 *
Serdang	TR ERZURUM02	0715	Mechanics and metal trades	3 rd	2 x 5 Months	3 x 2 Months
		0713	Electricity and energy	3 rd	2 x 5 Months	3 x 2 Months
		061	Information and Communication Technologies	3 rd	2 x 5 Months	3 x 2 Months
		051	Biological and related sciences	3 rd	2 x 5 Months	3 x 2 Months
		054	Mathematics and statistics	3 rd	2 x 5 Months	3 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 *
TR ERZURUM02	Serdang	0715	Mechanics and metal trades	2 Staff x 5 Days	2 Staff x 5 Days
		0713	Electricity and energy	2 Staff x 5 Days	2 Staff x 5 Days
		061	Information and Communication Technologies	2 Staff x 5 Days	2 Staff x 5 Days
		051	Biological and related sciences	2 Staff x 5 Days	2 Staff x 5 Days

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 *
		054	Mathematics and statistics	2 Staff x 5 Days	2 Staff x 5 Days
Serdang	TR ERZURUM02	0715	Mechanics and metal trades	2 Staff x 5 Days	2 Staff x 5 Days
		0713	Electricity and energy	2 Staff x 5 Days	2 Staff x 5 Days
		061	Information and Communication Technologies	2 Staff x 5 Days	2 Staff x 5 Days
		051	Biological and related sciences	2 Staff x 5 Days	2 Staff x 5 Days
		054	Mathematics and statistics	2 Staff x 5 Days	2 Staff x 5 Days

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 ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ERZURUM02		Turkish	English	B1	B2
UPM Serdang	all	English	Bahasa	B2 English	B2 English

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>

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:

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; any split of organisational support funds among the partners; 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.]

UPM Serdang:

Mobility Application Procedure for Student and Staff

1. Application

Interested students can download the application form (OPR/INT/BR01/INBOUND) at Putra International's website (www.intl.upm.edu.my). In addition to our application form, we also require additional relevant documents, which include:

- a) Acknowledgment of nomination from the home university
- b) Recommendation letter from the home university
- c) Certified copies of academic transcripts (subjects /courses that have been completed)
- d) Non-English speaking country please provide English language certificate or letter from lecturer about your level of English knowledge.

While, interested staff can download the application form (OPR/INT/BR04/INBOUND) at Putra International's website (www.intl.upm.edu.my). In addition to our application form, we also require additional relevant documents, which include:

- a) Acknowledgment of nomination from the home university
- b) Recommendation letter from the home university
- c) Proposal of attachment
- d) Curriculum Vitae

Closing Dates for Applicants: UPM's academic year is divided into two semesters. Students usually commence studies in either Semester 1 (October) or in Semester 2 (March). Student/staff can start applying 3 months before the semester begins. The deadlines for submission are as follows:

Semester 1 (October): 30th June
Semester 2 (March): 30th October

Disclaimer: The dates may change due to COVID-19 country situation; however, applicants/sender university may check on the deadline with UPM Mobility section as per-below details.

Send all applications in soft copy to:
mobility@upm.edu.my

Mobility Section,
Putra International Centre (i-PUTRA)
Universiti Putra Malaysia, 43400 UPM Serdang,
Selangor Darul Ehsan, Malaysia.

Tel : +603 9769 7446 / 7972
Email : mobility@upm.edu.my

2. Process

Upon receiving the application, i-PUTRA will submit the application to the relevant faculty/institute/school. The mobility coordinator of the faculty/institute/school will look into details of the application to ensure that the faculty/institute/school could meet the applicant's academic needs. The mobility coordinator may contact the applicant to discuss further on the academic courses and activities during his/her study/lecture duration.

Both institutions will discuss on the financial and support package that could be offered to the participating students/staff. However, application from a non-MoU partner will require a detail discussion into establishing an MoU or letter of intent relating to the program.

3. Acknowledgement of Acceptance

An offer letter and a pre-departure kit will be sent to the successful applicant before his/her departure.

4. Confirmation of Enrolment and Visa Arrangement

Participating students/staff are responsible to obtain appropriate visa and entry documents prior to their departure. I-PUTRA will inform the participating students/staff on the documents required. Participating students/staff are required to:

- i) Complete and return acceptance form
- ii) Provide two copies of the passport details and two copies of passport-sized photographs for the arrangement student/staff pass mobility
- iii) Insurance is not automatically provided, and the student/staff is required to purchase Insurance at the time of application of Visa through the Government

appointed International Student Visa Servicer, EMGS (Education Malaysia Global Services).

- iv) There will be visa and pass application fees implemented to the students by EMGS and UPM.

For more information, please go to Mobility Student Programme Info Sheet:

https://intl.upm.edu.my/upload/dokumen/20210728134939INFO_SHEET_2021_-_2022.pdf

In terms of support provided, UPM has provided necessary support such as:

- 1) Guidance is given to selected students through provided materials (Mobility guideline, visa and pass application guideline and assistance on housing).
- 2) Special programmes such as Coffee Hour, Cultural Day and Farewell Ceremony also offered to the students.
- 3) Students will be assisted by UPM Buddies throughout their mobility period.
- 4) By the end of the semester, students will receive a certificate of attendance signed by Deputy Vice-Chancellor (Academic & International).
- 5) UPM also provide facilities for students with special needs (apply to certain faculty/colleges only).
- 6) To support the internationalisation in UPM, most of the courses are offered in English.
- 7) Centre of Advancement Language Competence (CALC) also offers foreign language courses for the students who are interested to learn other languages.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
TR ERZURUM02	15 th July	15 th December
Universiti Putra Malaysia Serdang	Autumn term starts in October Deadline application: 30th June	Spring term starts in March Deadline application: 30 th October

[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

TR ERZURUM02: http://servis.erzurum.edu.tr/bologna/anasayfa/detay_en/7

UPM Serdang:

All courses taught including projects undertaken by students are evaluated and given one of the following grades:

Grade	Marks	Quality Point	Description
A	80-100	4.000	Excellent
A-	75-79	3.750	Very Good
B+	70-74	3.500	Very Good
B	65-69	3.000	Good
B-	60-64	2.750	Good
C+	55-59	2.500	Satisfactory
C	50-54	2.000	Satisfactory
C-	47-49	1.750	Weak
D+	44-46	1.500	Weak
D	40-43	1.000	Very Weak
F	0-39	0.000	Fail

- AU** Audit. This symbol denotes that a student has registered, attended lectures and has sat for the course examination.
- M** Satisfactory. This grade alphabet is given to the result of course which are not graded but indicated as pass
- TM** Unsatisfactory. This grade alphabet is given to the result of course which are not graded but indicated as fail
- S** Continue. This alphabetical symbol is used for any coursework or project that requires more than one semester to complete. A coursework or project given an 'S' symbol is not given a grade point and its credit are not considered for graduation requirement but only for determining the minimum credits taken in a semester. Credits and grade point for coursework and project will only be considered for the purpose of computing the total credits for graduation and the grade point average when 'S' symbol is replaced by an alphabetical grade.

- TL** Incomplete. This symbol shows that the student is unable to fulfil part of the requirement of a practicum course such as a industrial training or teaching training. The student shall be given time until the second week of the following semester for completion the course in order to get the full evaluation and grading.

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 ERZURUM02	erasmus@erzurum.edu.tr +90 444 5 388 / 2276	http://www.konsolosluk.gov.tr/tr/en/start.aspx
UPM Serdang	Putra International Centre (i-PUTRA) Mobility Section mobility@upm.edu .my	Depending on the type of mobility chosen, students will be required to apply for their visa through the Education Malaysia Global Services (EMGS) Website. http://www.intl.upm.edu.my/mobility/inbound/application_procedure-4090

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 ERZURUM02	erasmus@erzurum.edu.tr +90 444 5 388 / 2276	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
UPM Serdang	Education Malaysia Global Services enquiry@emgs.com.my 603 27825888 Putra International Centre (i-PUTRA) Mobility Section mobility@upm.edu.my .my 603-8946 7972	It is compulsory for mobility students to purchase a medical insurance plan (6 months and more). The insurance details are:- 1. Hospitalization at private hospital 2. Personal accident 3. Repatriation The best suggestion to purchase medical insurance is from EMGS. www.educationmalaysia.gov.my http://www.intl.upm.edu.my/mobility/inbound/application_procedure-4090


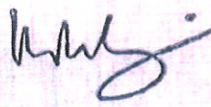
4. Housing

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 ERZURUM02	erasmus@erzurum.edu.tr +90 444 5 388 / 2276	https://www.erzurum.edu.tr/fakulte/dis-iliskiler-ofisi-ico1
UPM Serdang	Putra International Centre Mobility Section mobility@upm.edu.my 603-9769 7446	UPM Guest House https://bpp.upm.edu.my/guest_house-3907

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
Erzurum Technical University TR ERZURUM02	Prof.Dr.Bülent ÇAKMAK <i>Rector</i>	17.02. 2022	
Universiti Putra Malaysia UPM Serdang	Prof. Dr. Mohd Roslan Sulaiman Vice Chancellor Universiti Putra Malaysia	16.2.2022	

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation