



EU 7
1617

EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

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

Mobility of 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 institutions¹ 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 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

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 Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, 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.

¹ 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.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ 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 ⁵	Contact details ⁶ (email, phone)	Websites
ORDU UNIVERSITY	TR ORDU01	<p>Institutional Coordinator: Dr. Selin YURDAKUL Phone: + 90 452 2265200 /6127 e-mail: selinyurdakul@odu.edu.tr</p> <p>Departmental Coordinator: Prof. Dr. Özkan UĞURLU Phone: + 90 452 4235053 /4701 e-mail: ougurlu@odu.edu.tr</p>	<p>https://www.odu.edu.tr/ https://erasmus.odu.edu.tr/</p>
BATUMI STATE MARITIME ACADEMY	BATUMI	<p>Head of International Relations, Erasmus+ Coordinator</p> <p>Mrs. Teona Dzneladze</p> <p>Phone: +995577252908</p> <p>e-mail: t.dzneladze@bsma.edu.ge</p>	<p>www.bsma.edu.ge</p>

⁵ 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.

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

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]	Field of education [ISCED] ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
TR ORDU01	Batumi	1041	Maritime Navigation	1 st , 2 nd	2	10	2	10
Batumi	TR ORDU01	1041	Maritime Transportation and Management Engineering	1 st , 2 nd	2	10	2	10

Optional additional information

e.g. blended mobility, etc.

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 skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

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

Receiving institution [Erasmus code or city]	Field of education (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 ORDU01	1041	English	Turkish	B1	B2
Batumi	1041	English	Batumi	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.

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+ credit mobility period at their institution. 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
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⁸ 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>

<p>Ordu University is in charge of the spendings and allocations of the Organisational Support.</p> <p>However, it also values the inclusion of student and staff with less chances for mobility. Therefore, it might agree to allocate some of the OS to its partners for the mobility of such staff and students upon approval of both parties before the mobility.</p>	1.Students from disadvantaged background.
	2.Staff who need extra funding to realise mobility.

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:

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
TR ORDU01	Autumn Term: from 01 March to 31 May	31 May

⁹ Please specify the deadline for each term and, if necessary, adapt to a trimester system.

	Spring Term: from 15 September to 30 November	30 November
Batumi	Autumn Term: from 15 September to 30 November Spring Term: from 01 March to 31 May	31 May 30 November

The receiving institution will send its decision within [x] 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)	Website for information
TR ORDU01	erasmus@odu.edu.tr	https://erasmus.odu.edu.tr/
Batumi	t.dzneladze@bsma.edu.ge	www.bsma.edu.ge

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits already completed – 60 for bachelor students Overall grade – above Good 4.00 (ECTS C) English exam grade – above Good 4.00 (ECTS C)	
CV	Yes	

Motivation letter	No	
For KA171: Inclusion measures ¹⁰	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
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*¹¹.
- 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 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.

¹⁰ 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

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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 ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Language Support	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Visa	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Insurance	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200	https://erasmus.odu.edu.tr/

		Ext: 6127 / 6124 / 6125	
Inclusion of participants with fewer opportunities	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Mentoring	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Grant payments	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Alumni information	TR ORDU01	erasmus@odu.edu.tr Phone: + 90 452 2265200 Ext: 6127 / 6124 / 6125	https://erasmus.odu.edu.tr/
Accommodation	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge
Language Support	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge
Visa	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge

Insurance	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge
Inclusion of participants with fewer opportunities	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge
Mentoring	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge
Grant payments	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge
Alumni information	Batumi	Head of International Relations, Erasmus+ Coordinator Mrs. Teona Dzneladze Phone: +995577252908 e-mail: t.dzneladze@bsma.edu.ge	www.bsma.edu.ge

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

- *European Credit transfer and Accumulation system*
- *Universum College, E10136756: [European Credit Transfer and Accumulation System \(ECTS\) | European Education Area \(europa.eu\)](#)*

- 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 [x] weeks after the assessment period has finished at the receiving HEI.
 - o 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](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

TR ORDU 01: The Ordu University follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical works, etc. at each faculty. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for a semester.

The Turkish grading system in higher education is based on the 4 to 1,5 scale, where 4 is the best mark and 1,5 is the worst. The equivalents of the Final Grades are determined according to the table given below:

Final Grades	Grade	Grade Points
92-100	AA	4.00
84- 91	BA	3.50
76- 83	BB	3.00
68- 75	CB	2.50
60-67	CC	2.00
50-59	F3	1.50
40-49	DD	1.00
30-39	FD	0.50
0-29	FF	00

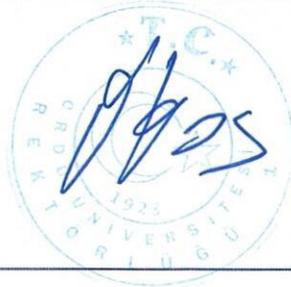
Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
TR ORDU01		https://www.odu.edu.tr/
Batumi		www.bsma.edu.ge

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

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10. Termination of the agreement

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
Ordu University TR ORDU01	Prof. Dr. Orhan BAŞ Rector	06.03.2025	
Batumi State Maritime Academy	Capt. Murtaz Devadze, Rector	06.03.2025	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation