



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-20[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)
Polis Akademisi (Turkish National Police Academy)	TR ANKARA 13	Polis Akademisi, Erasmus Bürosu, 06834, Gölbaşı, Ankara, TURKEY Erasmus office: erasmus@egm.gov.tr Institutional Coordinator Assist. Prof. Mehmet Uğur EKİNCİ E: muekinci@gmail.com T: +90 542 656 52 17	www.pa.edu.tr
Guardia Civil University Centre CUGC	E MADRID 181	Centro Universitario de la Guardia Civil. Paseo de la Princesa 1, 28300 Aranjuez(Madrid) Spain Erasmus office: cugc-registro@guardiacivil.org Institutional Coordinator : Lt. Colonel. Phd Anselmo del Moral Torres E: adelmoraltorres@guardiacivil.es T: +34.606.00.59.80	www.cugc.es

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.

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 *	Stud y 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 Traineeship S **
TR ANKARA 13	E MADRID 181	316	International Relations (International Security)	2, 3	2 (1 semester each)	2
		86	Security services			
		3804	Criminal Law, Criminology			
E MADRID 181	TR ANKARA 13	316	International Relations (International Security)	2, 3	2 (1 semester each)	2
		86 3804	Criminal Law/ Criminology Public Safety Counterterrorism Organized Crime Criminal Investigation Criminal Intelligence Law Enforcement Forensics International Cooperation EU Border Management			

[*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.]

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>)

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	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
TR ANKARA 13	E MADRID 181	316	International Relations (International Security)	2 (5 days each)	2
		86	Security services		
		3804	Criminal Law, Criminology		
E MADRID 181	TR ANKARA 13		International Relations (International Security) Criminal Law/ Criminology Public Safety Counterterrorism Organized Crime Criminal Investigation Criminal Intelligence Law Enforcement Forensics International Cooperation EU Border Management	2 (5 days each)	2

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ANKARA 13		Turkish	English	English B2	English B2
E MADRID 181		Spanish	English	English B2	English B2

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

TR ANKARA 13:

Detailed information on Erasmus program at the Turkish Police Academy can be requested from erasmus@egm.gov.tr.

Detailed information on Erasmus program at the Spanish Guardia Civil University Centre (CUGC) can be accessed at www.cugc.es and requested to cugc-registro@guardiacivil.org

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>



Erasmus students who wish to follow courses at the Institute of Security Sciences or at the Institute of Criminal Sciences in the Turkish Police Academy need to obtain the approval of the coordinator/dean of the respective/particular Institute through the Erasmus Coordinator.

- Erasmus students interested in writing a final MA/PhD thesis at the Turkish National Police Academy should ask the respective coordinator to get an approval to do so. Final theses need to be graded by the home Institution, not by the Turkish National Police Academy.
- For the Implementation of STA/STT mobilities, incoming staff is required to get confirmation if invitation by the Erasmus Coordinator of the Turkish National Police Academy in reasonable advance in order to prepare a satisfactory programme of teaching/training.

Erasmus students who wish to follow courses at the Spanish Guardia Civil University Centre (CUGC) based in Aranjuez (Madrid) need to obtain the approval of the Erasmus Coordinator.

- Erasmus students interested in writing a final MA/PhD thesis at the Guardia Civil University Centre (CUGC) should ask the respective coordinator to get an approval to do so. Final theses need to be graded by the home Institution and will be acknowledged in the curricula of the sending Institution.
- For the Implementation of STA/STT mobilities, incoming staff is required to get confirmation if invitation by the Erasmus Coordinator of the Guardia Civil University Centre in reasonable advance in order to prepare a satisfactory programme of teaching/training.

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 ANKARA 13	1st September	December 1st
E MADRID 181	1st September	December 1st

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

2. The receiving institution **TR ANKARA 13** will send its decision within **6** weeks.

The receiving institution **E MADRID 181** will send its decision within **6** 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."

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

- The grading system at **Turkish National Police Academy** is available at <http://www.pa.edu.tr>. It can also be requested from the Erasmus office via erasmus@egm.gov.tr.

- The grading system at **Guardia Civil University Centre (CUGC)** is available at <https://www.cugc.es>. It can also be requested from the Erasmus office via cugc-registro@guardiacivil.org

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
TR ANKARA 13	erasmus@egm.gov.tr Tel: +90 312 462 86 98 Fax: +90 462 87 09	http://www.pa.edu.tr
E MADRID 181	Erasmus office: E: cugc-registro@guardiacivil.org T: +34.606.00.59.80	https://www.cugc.es

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:

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ANKARA 13	erasmus@egm.gov.tr Tel: +90 312 462 86 98 Fax: +90 462 87 09	http://www.pa.edu.tr
E MADRID 181	Erasmus office: E: cugc-registro@guardiacivil.org T: +34.606.00.59.80	https://www.cugc.es



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 ANKARA 13	erasmus@egm.gov.tr Tel: +90 312 462 86 98 Fax: +90 462 87 09	http://www.pa.edu.tr
E MADRID 181	Erasmus office: E: cugc-registro@guardiacivil.org T: +34.606.00.59.80	https://www.cugc.es

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR ANKARA 13	Prof. Dr. Yılmaz ÇOLAK President	30/6/2017	
E MADRID 181	Lt General Dr. PAscual SOLIS NAVARRO CUGC Director	24/6/2017	

⁸ Scanned signatures are accepted

