



Erasmus+ Programme

Key Action 1



– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-2020/21²

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 (e.g. of the course catalogue)
Istanbul Kültür University	TR ISTANBU19	Seçkin Taygun Altıntaş Institutional Erasmus Coordinator +90212 498 4466 erasmus@iku.edu.tr International Office Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul.	Istanbul Kültür University http://www.iku.edu.tr/ENG International Office https://uib.iku.edu.tr/en ECTS Information Package https://legacy.iku.edu.tr/ENG/1/2/academic.html
Alice Salomon Hochschule Berlin	D BERLIN05	Institutional Coordinator: Irene Gropp ASH Berlin International Office Alice-Salomon-Platz 5 12627 Berlin Germany gropp@ash-berlin.eu Tel.: +49 30 99245 304 Fax: +49 30 99245 284 Departmental Coordinator: Prof. Dr. Uta Walter uta.walter@ash-berlin.eu Tel.: +49 30 99245 402	www.ash-berlin.eu www.ash-berlin.eu/international

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 *	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 *
D BERLIN05	TR ISTANBU19	0923/03 13	Social Work and Counselling /Psychology	1 st , 2 nd	2 x 10 = 20	
TR ISTANBU19	D BERLIN05	0313	Psychology	1 st , 2 nd	2 x 10 = 20	

[*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 *
D BERLIN05	TR ISTANBU19	0923/0313	Social Work and Counselling /Psychology	2 persons (max. 7 days / minimum of 8 hours of teaching)	
TR ISTANBU19	D BERLIN05	0313	Psychology	2 persons (max. 7 days / minimum of 8 hours of teaching)	

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 re-commended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
D BERLIN05	Social Work (English courses only undergraduate level)	German	English	B2	B2

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>) with at least 8 hours of teaching

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

TR ISTANBU 19 is able to receive students and staff with disabilities. This can be discussed before each nomination.

D BERLIN05: After nomination by the home university, students will be asked to apply via our online portal. They will receive several information packages via e-mail to facilitate the application and arrival process. ASH Berlin organises an orientation period and a buddy programme, a two-week intensive German language course is available before the start of the semester. Students will also find extensive information online at www.ash-berlin.eu/en/international/exchange-at-ash-berlin.

ASH Berlin welcomes students and staff with special needs and disabilities. Students should indicate their special needs in the online application.

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 ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th
D BERLIN05	Nomination and application deadline: 15 June	Nomination and application deadline: 15 December

[* 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 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

Istanbul Kültür University

<https://legacy.iku.edu.tr/EN/ectsikuinfo.html>

D BERLIN05:

- | | |
|-------------------------------------|--|
| 1 = "sehr gut" / "very good" | an outstanding achievement |
| 2 = "gut" / "good" | an achievement well above the average requirements |
| 3 = "befriedigend" / "satisfactory" | an achievement in line with the average requirements |

4 = "ausreichend" / "sufficient"

an achievement which satisfies the basic requirements

5 = "nicht ausreichend" / "fail"

an achievement which no longer satisfies the basic requirements due to severe shortcomings

	ASH Berlin	Istanbul Kültür University
WWW for Incoming Students	www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin	www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue	http://www.ash-berlin.eu/en/international/exchange-at-ash-berlin/studying-at-ash-berlin/courses-in-english/	http://www.iku.edu.tr/EN/ects.php
Housing ⁷	https://www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin/accomodation-and-living-in-berlin/	www.iku.edu.tr/eic-incomingsts
Contact details	incoming@ash-berlin.eu	eic-sts-in@iku.edu.tr
WWW Visa Information ⁸	www.ash-berlin.eu/en/international/exchange-at-ash-berlin/before-you-leave-home/visa	www.iku.edu.tr/eic-incomingsts
Contact details	incoming@ash-berlin.eu	eic-sts-in@iku.edu.tr
WWW Insurance Information ⁹	https://www.ash-berlin.eu/en/ash-international/exchange-at-ash-berlin/before-arrival-in-berlin/#c7640	www.iku.edu.tr/eic-incomingsts
Contact details	incoming@ash-berlin.eu	eic-sts-in@iku.edu.tr
ECTS Users' Guide ¹⁰	http://www.ash-berlin.eu/en/international/exchange-at-ash-berlin/studying-at-ash-berlin/ects-and-learning-agreement/	http://www.iku.edu.tr/EN/ectsikuinfo.html#

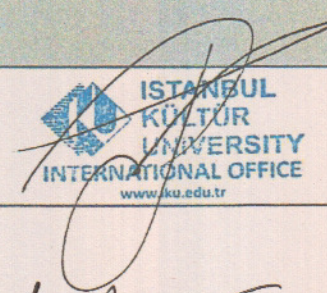
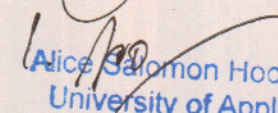
⁷ The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁸ 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 ECHE.

⁹ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

¹⁰ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
TR ISTANBU19	Seçkin Taygun Altıntaş Institutional Erasmus Coordinator	18/01/2019	 ISTANBUL KÜLTÜR ÜNİVERSİTESİ INTERNATIONAL OFFICE www.ku.edu.tr
D BERLIN05	Irene Gropp, Director International Office	18/01/2019	 Alice Salomon Hochschule Berlin University of Applied Sciences International Office Alice-Salomon-Platz 5, 12627 Berlin Bon: +49 (0)30 992 45-344 · Fax: +49 (0)30 992 45-245 www.ash-berlin.eu

¹¹ Scanned signatures are accepted