



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[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 (e.g. of the course catalogue)
Istanbul Kültür University	TR ISTANBU19	Burcu Atalay-Emre, M.A. b.atalay@iku.edu.tr , eic@iku.edu.tr European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul. Agreements: agreements-eic@iku.edu.tr Outgoing: eic-sts-out@iku.edu.tr Staff: staffmobil-eic@iku.edu.tr	www.iku.edu.tr/eic
DHBW Loerrach (Baden-Wuerttemberg Cooperative State University Loerrach), Germany	D LORRACH01	Britta Goertz Head International Office goertz@dhbw-loerrach.de +49 (0) 7621 2071196	http://www.dhbw-loerrach.de/index.php?id=2796&L=1
[...]			

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 LORRACH01	TR ISTANBU19	041	Business	1	40 months	
TR ISTANBU19	D LORRACH01	041	Business	1	40 months	

[*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.]

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.

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

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 LORRACH01	TR ISTANBU19	04	Business	20 (days) (4 persons x 5 days)	TBD
TR ISTANBU19	D LORRACH01	04	Business	20 (days) (4 persons x 5 days)	TBD

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	Business	Turkish	English	B2 (English)	N/A
D LORRACH01	Business	English		B2 (English)	B2 (English)

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 with disabilities. This can be discussed before each nomination.

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: July 15th	Application Deadline: December 15th
D LORRACH01	15 June	15 November

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

- The receiving institution will send its decision within 2 weeks.
- A Transcript of Records will be issued by the receiving HEI 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]
- 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."]

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>

F. Information

	DHBW Loerrach (Baden-Wuerttemberg Cooperative State University Loerrach)	Istanbul Kültür University
WWW for Incoming Students	http://www.dhbw-loerrach.de/index.php?id=2793&L=1 lille.eu/index.php?id=95	www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue		http://www.iku.edu.tr/EN/ects.php
Housing ⁷	http://www.dhbw-loerrach.de/index.php?id=2793&L=1	www.iku.edu.tr/eic-incomingsts
Contact details	International Office +49 (0) 7621 2071-195/196	eic-sts-in@iku.edu.tr
WWW Visa Information ⁸	http://www.dhbw-loerrach.de/index.php?id=2793&L=1	www.iku.edu.tr/eic-visa
Contact details	International Office +49 (0) 7621 2071-195/196	eic-sts-in@iku.edu.tr
WWW Insurance Information ⁹	http://www.dhbw-loerrach.de/index.php?id=2793&L=1	www.iku.edu.tr/eic-incomingsts
Contact details	International Office +49 (0) 7621 2071-195/196	eic-sts-in@iku.edu.tr
ECTS Users' Guide ¹⁰		http://www.iku.edu.tr/EN/ectsikuinfo.html#

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
TR ISTANBU19	Prof. Dr. Sermin Örnektekin, Vice-President	06.12.13	
D LORRACH01	Prof. Dr. Theodor Karl Sproll, President	16.12.13	



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.

¹¹ Scanned signatures are accepted