



ERASMUS+ PROGRAMME

Key Action 1

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

Inter-institutional¹ agreement 2014-2021² 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)
ECOLE DE COMMERCE EUROPEENNE BORDEAUX – INSEEC GROUP	F BORDEAU45	Aleksandra DEDIEU Erasmus Coordinator International Office 26 rue RAZE - 33000 BORDEAUX Tel : +33 5 57 87 70 45 adedieu@inseec.com	www.ece.inseec.com http://ece.inseec.com/en/ece-business-school/the-school.cfm http://ece.inseec.com/en/ece-program/academic-program.cfm
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 Incomings: eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic Course catalogue : http://www.iku.edu.tr/EN/ects.php

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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
F BORDEAU45	TR ISTANBU 19	041	Business and Administration	1st	4 students, 40 months maximum	Only by individual agreement
TR ISTANBU 19	F BORDEAU45	041	Business and Administration	1st	4 students, 40 months maximum	Only by individual agreement

[*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 *
F BORDEAU45	TR ISTANBU 19	041	Business and Administration	1 staff, 1 week, minimum 8 teaching hours	Only by individual agreement
TR ISTANBU 19	F BORDEAU45	041	Business and Administration	2 staff, 1 week, minimum 8 teaching hours	Only by individual agreement

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]
F BORDEAU45	041	FRENCH	ENGLISH	FRENCH: B1 ENGLISH: B1-B2*	ENGLISH B2
TR ISTANBU19		Turkish	English	B2 (English)	N/A

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>)

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>

D. Additional requirements

F BORDEAU45

Cf. Annex to Erasmus+ Inter-institutional Agreement

TR ISTANBU 19

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

E. Calendar

F BORDEAU45

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

Receiving institution	Autumn term*	Spring term*
F BORDEAU45	Academic Calendar: SEPTEMBER – DECEMBER Application Deadline: 15 MAY (Fall, full year)	Academic Calendar: FEBRUARY – MAY Application Deadline: 30 OCTOBER
TR ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th

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

Decision:

The receiving institution will send its decision within 4 weeks after the nomination deadline.

Transcript of Records:

A Transcript of Records (TOR) will be issued by the receiving institution no later than 5 weeks after the assessment period has finished depending on the completion of the course list by the Incoming student (including resit).

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

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.]

F BORDEAU45

Cf. Annex to Erasmus+ Inter-institutional Agreement

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<http://www.iku.edu.tr/EN/ectsikuinfo.html#>

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
F BORDEAU45	Cf. Annex to Erasmus+ Inter-institutional Agreement	

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

TR ISTANBU 19	eic-sts-in@iku.edu.tr , www.iku.edu.tr/eic-visa
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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]	Contact details (email, phone)	Website for information
F BORDEAU45	Cf. Annex to Erasmus+ Inter-institutional Agreement	
TR ISTANBU 19	eic-sts-in@iku.edu.tr , www.iku.edu.tr/eic-incomingsts	


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
F BORDEAU45	Cf. Annex to Erasmus+ Inter-institutional Agreement	
TR ISTANBU 19	eic-sts-in@iku.edu.tr , www.iku.edu.tr/eic-incomingsts	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
F BORDEAU45	Director ECE Bordeaux Marion FABRE	2014-05-07	
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations	07.05.2014	

⁸ Scanned signatures are accepted

TR ISTANBU 19	eic-sts-in@iku.edu.tr , www.iku.edu.tr/eic-visa
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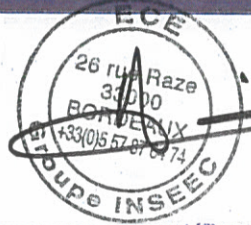
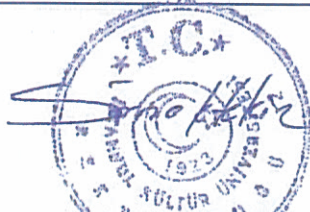
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