



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff
Mobility

Inter-institutional agreement 2014-2021
between programme countries
[Minimum requirements]¹

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

| | | |
|--|--|--|
| Between (Name of the institution and department, where relevant) | Erasmus CODE | PALACKÝ UNIVERSITY OLOMOUC |
| | CZ OLOMOUC01 | (Univerzita Palackého v Olomouci) Faculty of Education, Žižkovo nám.5, 771 40 Olomouc, Czech Republic |
| Contact details (name, email, phone, website) | Erasmus Institutional Coordinator | Mgr. Yvona Vyhnánková, International Relations Office, Křížkovského 8, 77147 Olomouc, tel.: + 420 585 631 041, fax: + 420 585 223 494, e-mail: yvona.vyhnankova@upol.cz, www.upol.cz |
| | Departmental Coordinator | Mgr. Michal Růžička, Ph.D. Institute of Special Education Studies, Faculty of Education, Žižkovo nám.5, 771 40 Olomouc, Czech Republic; phone: +420 585 635 304, michal.ruzicka@upol.cz, www.uss.upol.cz |
| And (Name of the institution and department, where relevant) | Erasmus CODE | ISTANBUL KÜLTÜR UNIVERSITY |
| | TR ISTANBU 19 | Faculty of Education, E-5 Karayolu Üzeri Bakırköy 34156 İstanbul, Turkey |
| Contact details (name, email, phone, website) | Erasmus Institutional Coordinator | Vice Rector - Prof. Dr. Sermin ÖRNEKTEKİN |
| | Departmental Coordinator | Assist. Prof. Dr. Özlem Gülgün Ceylan, Faculty of Education http://www.iku.edu.tr/ENG/4/1475/faculty-of-education.html e-mail:ozlem.ceylan@iku.edu.tr |

¹Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

B. Mobility numbers per 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 September in the preceding academic year.

Student Mobility for Studies/Traineeship

| FROM | TO | Subject area ISCED | Subject area name ISCED | Study cycle | Total Number of students/Total number of months | |
|---------------|---------------|-----------------------|-------------------------------|---|---|------------------|
| | | | | | SMS ² | SMT ³ |
| CZ OLOMOUC01 | TR ISTANBU 19 | 0110 | Education | 1 st ,2 nd ,3 rd | 4 (16) | 3 (12) |
| | | 0119 | | | | |
| | | 0188 | | | | |
| TR ISTANBU 19 | CZ OLOMOUC01 | 0110 | Education | 1 st ,2 nd ,3 rd | 4 (16) | 3 (12) |
| | | 0119 | | | | |
| | | 0188 | | | | |

Staff Mobility for Teaching/Training

| FROM | TO | Subject area ISCED | Subject area name ISCED | Total Number of staff mobility/Total number of days | |
|---------------|---------------|-----------------------|-------------------------------|---|------------------|
| | | | | STA ⁴ | STT ⁵ |
| CZ OLOMOUC01 | TR ISTANBU 19 | 0110 | Education | 3(15) | 2(10) |
| | | 0119 | | | |
| | | 0188 | | | |
| TR ISTANBU 19 | CZ OLOMOUC01 | 0110 | Education | 3(15) | 2(10) |
| | | 0119 | | | |
| | | 0188 | | | |

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] | 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] |
| CZ OLOMOUC01 | Czech | English | B2 | C1 |
| TR ISTANBU 19 | English | English | B2 | C1 |

² Student Mobility for Studies

³ Student Mobility for Traineeship

⁴ Staff Mobility for Teaching

⁵ Staff Mobility for Training

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>

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

D. Additional requirements⁷

Additional requirements at Palacký University Olomouc

The Disability Help Centre provides complex services to students and staff of Palacký University with any category of disability, with a specific learning disorder or communication difficulties. The Centre with its wide sphere of action has been established at Faculty of Education.

Contact: <http://www.cps.upol.cz/>

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term [month] | Spring term [month] |
|---|------------------------|------------------------|
| CZ OLOMOUC01 | JUNE 15 | NOVEMBER 30 |
| TR ISTANBU 19 | JUNE 15 | NOVEMBER 30 |

2. The receiving institution will send its decision within six weeks.

3. Academic Calendar

| Receiving institution [Erasmus code] | Autumn term [from - to] | Spring term [from - to] |
|---|----------------------------|----------------------------|
| CZ OLOMOUC01 | September – February | February - Jun |
| TR ISTANBU 19 | September – February | February - June |

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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

| Palacký University Olomouc Grade | Value for the calculation of study average |
|----------------------------------|--|
| A | 1 |
| B | 1.5 |
| C | 2 |
| D | 2.5 |
| E | 3 |
| F | 4 |

⁷To 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.]

In the event that the student has **failed** the examination (got an 'F' grade), then he /she is entitled to a first retake. Should the student also fail the first retake, then he /she is entitled to a second retake, which is always a board examination.

The result of an examination shall be recorded in the study credit book as well as in the electronic study records system by entering the letter designating the grade. Should the grade be 'F', then it is entered only in the electronic study records system. The examiner shall also attach his/her signature and the date of passing in the study credit book.

2. Istanbul Kültür University

IKU ECTS Info Package: <http://www.iku.edu.tr/EN/ectsikuinfo.html>

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 |
|----------------------------------|---|---|
| CZ OLOMOUC01 | Incoming Foreign Students' Coordinator Mgr. Zuzana Hamdanieh zuzana.hamdanieh@upol.cz tel.: +420 58 563 1108 | http://www.upol.cz/en/groups/practical-information/student-affairs-office/ |
| TR ISTANBU19 | eic-sts-in@iku.edu.tr | http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html |

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:

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|----------------------------------|---|---|
| CZ OLOMOUC01 | Incoming Foreign Students' Coordinator Mgr. Zuzana Hamdanieh zuzana.hamdanieh@upol.cz tel.: +420 58 563 1108 | http://www.upol.cz/en/groups/practical-information/insurance/ |
| TR ISTANBU19 | eic-sts-in@iku.edu.tr | http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html |

International students are required to arrange for their medical insurance coverage before arriving in the Czech Republic. European Union students (Erasmus Programme) should ask their home insurance company to provide them with the "blue" European Card of Health Insurance. For more information visit www.cmu.cz/en.htm (information about health care during a stay in the Czech Republic) and www.vzp.cz or call: 844 117 777

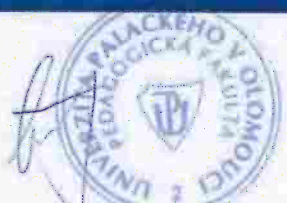

4. Housing

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 |
|----------------------------|---|---|
| CZ OLOMOUC01 | Incoming Foreign Students' Coordinator Mgr. Zuzana Hamdanieh zuzana.hamdanieh@upol.cz tel.: +420 58 563 1108 | http://www.upol.cz/en/menu/erasmus-exchange/erasmus/#c20350 |
| TR ISTANBU19 | eic-sts-in@iku.edu.tr | http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ^a |
|----------------------------|--|------------|---|
| CZ OLOMOUC01 | Doc. Ing. Čestmír Serafin, Dr. Dean, Faculty of Education Palacký University Olomouc | 29-02-2016 |  |
| TR ISTANBU 19 | Prof. Dr. Sermin Örnektekin | 16.03.2016 |  |

^aScanned signatures are accepted