Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional[1] agreement

2014/2015 - 2020/2021[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)
Metropolitan University Prague	CZ PRAHA18	General e-mail: erasmus@mup.cz Postal Address: MUP International Office Dubecska 900/10, 100 31 Prague 10 Czech Republic **Mr Josef Vochozka** Head of International Office **vochozka@mup.cz**, +420 724 958 434 **Mrs Kateřina Grmelová** Erasmus Coordinator **grmelova@mup.cz**, +420 725 482 525 **Ms Andrea Janáčková** Erasmus Incoming Coordinator **erasmus@mup.cz; janackova@mup.cz** +420 725 514 690	www.mup.cz List of courses in English: http://www.mup.cz/en/international-cooperation/incoming-erasmus-students/courses-offered-in-english.html
Istanbul Kültür University/İstanbul Kültür Üniversitesi	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 http://www.iku.edu.tr/EN/ects.php www.iku.edu.tr/eic-incomingsts

[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 numbers[5] 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* *
CZ PRAHA18	TR ISTANBU19	310	Social Sciences International Relations, European Studies Media Studies (only BA)	1,2,3	2 students x 10 months = 20 months	x
		340	International Business	1		
		380	Law (Intellectual Property, Public Administration)	1,2,3		
TR ISTANBU19	CZ PRAHA18	310	Social Sciences International Relations, European Studies Media Studies (only BA)	1,2,3	2 students x 10 months = 20 months	x
		222	Anglophone Studies	1,2		
		340	International Business	1		
		380	Law (Intellectual Property, Public Administration)	1,2,3		

*[*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 *(total number of days of teaching periods of average duration *)*	*Staff Mobility for Training* *
CZ PRAHA18	TR ISTANBU19	222 310 340 380	Anglophone Studies Social Sciences International Business Law	1 x 5 days	1 week
TR ISTANBU19	CZ PRAHA18	222 310 340 380	Anglophone Studies Social Sciences International Business Law	1 x 5 days	1 week

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]*
CZ PRAHA18	222, 310, 340, 380	English	or Czech	B2	B2
TR ISTANBU19	222, 310, 340, 380	Turkish	English	B2 (English)	N/A

[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

CZ PRAHA18:

All information for incoming students can be found on this website:
http://www.mup.cz/en/international-cooperation/incoming-erasmus-students.html

The MUP Student guide will be sent on a request via e-mail.

Czech Language Course for Foreigners is organised during the academic year and it is usually held twice a week.

TR ISTANBU19: 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]
CZ PRAHA18	1 June	30 November
TR ISTANBU19	Application Deadline: July 15th	Application Deadline: December 15th

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

2. The receiving institution will send its decision **within 3 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

CZ PRAHA18:

Metropolitan University Prague: Course Load per Semester: In average 30 ECTS (European Credit Transfer System), that means 6 courses.		
Grading:		
ECTS-Grade	Local grade	Proportion (%) of the entire performance in the exam
Excellent	1	100 – 88
Very Good	2	87 – 74
Good	3	73 - 64
Fail	4	63 - 0

TR ISTANBU19: http://www.iku.edu.tr/EN/ectsikuinfo.html#

	Metropolitan University Prague	Istanbul Kültür University
Housing[7]	http://www.mup.cz/en/study-information/accommodation.html	www.iku.edu.tr/eic-incomingsts
Contact details	janackova@mup.cz	eic-sts-in@iku.edu.tr
WWW Visa Information[8]	http://www.mvcr.cz/mvcren/article/immigration.aspx	www.iku.edu.tr/eic-visa
Contact details	janackova@mup.cz	eic-sts-in@iku.edu.tr
WWW Insurance Information[9]	http://www.mvcr.cz/mvcren/article/third-country-nationals-application-requirements-travel-medical-insurance-during-a-stay-longer-than-90-days.aspx	www.iku.edu.tr/eic-incomingsts
Contact details	janackova@mup.cz	eic-sts-in@iku.edu.tr
ECTS Users' Guide[10]		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	Prof. Dr. Sermin ÖRNEKTEKİN, Vice-President Head of International Relations	03.01.2014	
CZ PRAHA18	Prof. PhDr. Michal Klíma, CSc., Rector	7.2.2014	

OFOLUTNÍ UNIVERZITA PRAHA, o.p.s.
Prokopova 100/16, 130 00 Praha 3-Žižkov
Korespondenční adresa:
ská 900/10, 100 31 Praha 10-Strašnice, ČR
(19)

[11] Scanned signatures are accepted