Erasmus+ Programme
Key Action 1

– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] 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 Incomings: eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic
Erasmushogeschool Brussel	B BRUSSEL46	Erasmus Coordinator Annelore Schittecatte E annelore.schittecatte@ehb.be P +32 2 559 15 15 Administrative contact Johan De Sterke E johan.de.sterke@ehb.be P +32 2 559 15 14 Departmental Coordinator Chang, Laikin, A. Dansaertstraat 70 BE-1000 Brussel laikin.chang@ehb.be +32 2 507 14 68	www.erasmushogeschool.be/en/english (will be updated by mid-february)

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[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.

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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 *
B BRUSSEL46	TR ISTANBU19	213	Audiovisual Techniques	1st	2x9= 18	
TR ISTANBU19	B BRUSSEL46	213	Audiovisual Techniques	1st	2x9= 18	

[*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 or average duration]	Staff Mobility for Training
TR ISTANBU 19	B BRUSSEL46	TBD	TBD	5 days	TBD
B BRUSSEL46	TR ISTANBU19	213	Audiovisual techniques	Undergraduate	1 person 3-5 days/8 hours

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]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
B BRUSSEL46		Dutch	English	B2	B2

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.

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[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

B BRUSSEL46:

Erasmushogeschool Brussel : All candidates need to send a portfolio with previous work related to the department they are applying for.Candidates can send links of their work, a dvd or texts by email to laikin.chang@ehb.be

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
B BRUSSEL46	Applications:online February 19th - May 30th	Applications:online February 19th - May 30th

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
B BRUSSEL46	22.09.2014 – 23.12.2014	05.01.2015 – 13.06.2015

[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

Istanbul Kültür University
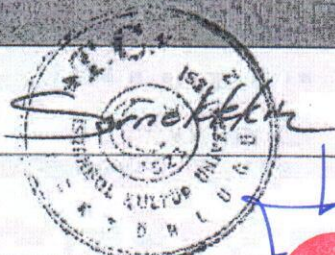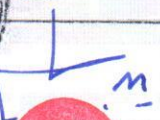http://www.iku.edu.tr/EN/ectsikuinfo.html#

Each incoming student at Erasmushogeschool Brussel is provided with an EhB ECTS grading table, accompanying the Transcript of Records.
www.erasmushogeschool.be/en/english (will be updated by mid-february)

	Erasmushogeschool Brussel	Istanbul Kültür University
WWW for Incoming Students		www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue		http://www.iku.edu.tr/EN/ects.php
Housing[7]	http://www.erasmushogeschool.be/en/content/student-check-list (will be updated by mid-february)	www.iku.edu.tr/eic-incomingsts
Contact details	Johan De Sterke +32 2 559 15 14 Johan.de.sterke@ehb.be	eic-sts-in@iku.edu.tr
WWW Visa Information[8]	http://www.erasmushogeschool.be/en/content/student-check-list (will be updated by mid-february)	www.iku.edu.tr/eic-visa
Contact details	Johan De Sterke +32 2 559 15 14 Johan.de.sterke@ehb.be	eic-sts-in@iku.edu.tr
WWW Insurance Information[9]	http://www.erasmushogeschool.be/en/content/student-check-list (will be updated by mid-february)	www.iku.edu.tr/eic-incomingsts
Contact details	Johan De Sterke +32 2 559 15 14 Johan.de.sterke@ehb.be	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 ÖRNEKTEKİN, Vice-President Head of International Relations		
B BRUSSEL46	Luc Van de Velde Vice-chancellor	27.01.2014	

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[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