



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2016/17 – 2020-21

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 (email, phone) | Website |
|--|-------------------------|---|--|
| Istanbul Kültür University | TR ISTANBU19 | Institutional Coordinator: Burcu Atalay Emre Tel: +90 212 498 4486 b.atalay@iku.edu.tr | Istanbul Kultur University http://www.iku.edu.tr/ENG/ European and International Center http://www.iku.edu.tr/eic ECTS Information Package http://www.iku.edu.tr/EN/ects.php |
| Bremen University of Applied Sciences | D BREMEN04 | Faculty Erasmus Coordinator Claudia Kuhlmann School of International Business Werderstrasse 73 Phone: +49 0421 5905 4230 Fax: +49 4241 5905 4815 claudia.kuhlmann@hs-bremen.de Institutional Erasmus Coordinator Ilka Knippel Neustadtswall 30 28199 Bremen Phone: +49 421 5905 4135 Fax: +49 421 5905 4109 Email: Ilka.Knippel@hs-bremen.de | www.hs-bremen.de |

B. Mobility numbers per 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 [1, 2] | Number of students/ number of month (sum) | |
|--|--|------------------------------------|----------------------------|--------------------------|--|---|
| | | | | | Student Mobility for Studies | Student Mobility for Traineeships |
| TR ISTANBU19 | D BREMEN04 | 340 | Business Administration | 1 | 1/5 | / |
| | | 314 | Economics | 1 | 1/5 | / |
| D BREMEN04 | TR ISTANBU19 | 340 | Business Administration | 1 | 1/5 | / |
| | | 314 | Economics | 1 | 1/5 | / |

| FROM [Erasmus code of the sending institution] | TO [Erasmus code of the receiving institution] | Subject area code [ISCED] | Subject area name | Study cycle [1, 2] | Number of staff/ number of days | |
|--|--|------------------------------------|----------------------------|--------------------------|------------------------------------|--------------------------------|
| | | | | | Staff Mobility for Teaching | Staff Mobility for Training |
| TR ISTANBU19 | D BREMEN04 | 041 | Business Administration | 1 | 1/5 | 1/5 |
| | | 0311 | Economics | 1 | 1/5 | 1/5 |
| D BREMEN04 | TR ISTANBU19 | 041 | Business Administration | 1 | 1/5 | 1/5 |
| | | 0311 | Economics | 1 | 1/5 | 1/5 |

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] | Optio- nal: Subje- ct area | Language of instruc- tion 1 | Language of instruc- tion 2 | Recommended language of instruction level [CEFR] | |
|--|--|--------------------------------------|-----------------------------------|--|--------------------------------|
| | | | | Student Mobility for Studies | Staff Mobility for Teaching |
| TR ISTANBU19 | | English | | B2 | |
| D BREMEN04 | | English | [German] | B2 / [B2] proof of language skills is required | B2 |

D. Additional requirements

Istanbul Kültür University

The receiving institution will send its decision within 8 weeks.

TR ISTANBU19 is able to receive students and staff with disabilities. This can be discussed before each nomination.

Bremen University of Applied Sciences:

Requirements :

1. Application Form for students from Partner Universities
2. A passport-sized photo
3. A copy of the ID card/passport
4. Latest transcript of records
5. Proof of Proficiency in English Language

The Bremen University of Applied Sciences is offering a buddy programme and a cultural programme for incoming students. We are happy to welcome students and staff with disabilities. According information can be found here:

<http://www.hs-bremen.de/internet/de/international/office/incomings/allgemeines/veranstaltungen/index.html>

<http://www.hs-bremen.de/internet/de/hsb/struktur/gleichstellungsstelle/familienbuero/handicap/>

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term | Spring term |
|---|--------------------------|------------------------------|
| TR ISTANBU19 | 15 th of June | 15 th of November |
| D BREMEN04 | 01 June | 15 January |

2. The receiving institution will send its decision within 8 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.
4. This institutional agreement can be terminated or changed, if communicated at least one academic year beforehand. 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>

Bremen University of Applied Sciences:

| | | | | |
|-------------------------|---------------|--------------------------------|-----------------------------|-------------------------------------|
| 1.0 - 1.5 | 1.6 - 2.5 | 2.6 - 3.5 | 3.6 - 4.0 | more than 4.0 |
| excellent (sehr gut) | good (gut) | satisfactory (befriedigend) | sufficient (ausreichend) | insufficient (nicht ausreichend) |

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:

| Receiving Institution [Erasmus code] | Contact details | Website for information |
|---|---|--|
| TR ISTANBU19 | eic-sts-in@iku.edu.tr | http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html |
| D BREMEN04 | International Office Andrea Thode Christiane Sgonina Phone: +49 421 5905 2148/ - 2160 Fax: +49 421 5905 2644 Email: Andrea.Thode@hs-bremen.de Christiane.Sgonina@hs-bremen.de | https://distributed-campus.org/study-app/portal/language/en http://www.hs-bremen.de/internet/en/international/office/incomings/bachelor/to-do-bachelor/Visum/ |

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:

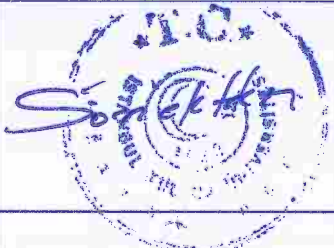

| Receiving Institution [Erasmus code] | Contact details | Website for information |
|---|---|--|
| TR ISTANBU19 | eic-sts-in@iku.edu.tr | http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html |
| D BREMEN04 | International Office Andrea Thode Christiane Sgonina Phone: +49 421 5905 2148/ - 2160 Fax: +49 421 5905 2644 Email: Andrea.Thode@hs-bremen.de Christiane.Sgonina@hs-bremen.de | https://distributed-campus.org/study-app/portal/language/en http://www.hs-bremen.de/internet/en/international/office/incomings/bachelor/to-do-bachelor/kv/ |

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:

| Receiving Institution [Erasmus code] | Contact details | Website for information |
|---|---|---|
| TR ISTANBU19 | eic-sts-in@iku.edu.tr | http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html |
| D BREMEN04 | International Office Andrea Thode Christiane Sgonina Phone: +49 421 5905 2148/ - 2160 Fax: +49 421 5905 2644 Email: Andrea.Thode@hs-bremen.de Christiane.Sgonina@hs-bremen.de | http://www.hs-bremen.de/internet/en/international/office/incomings/bachelor/to-do-bachelor/sonstiges/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|---|------------|---|
| TR ISTANBU19 | Prof. Dr. Sermin Örnektekin Vice Rector and Head of International Relations | 05.05.16 |  |
| D BREMEN04 | Ilka Knippel Institutional Erasmus coordinator | 04.04.2016 |  |