



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-2020/2021

between programme countries

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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
Technological Educational Institute (TEI) of Thessaly	G LARISSA 02	Prof. Michael VLACHOGIANNIS Erasmus+ Institutional Coordinator  Dr. Achilleas ANAGNOSTOPOULOS Teaching Fellow Agreement Coordinator, Dept. of Business Administration Email: <a href="mailto:anagnos@teilar.gr">anagnos@teilar.gr</a>  Dr. Georgia GARANI Ass. Professor Agreement Coordinator, Dept. of Computer Sciences Email: <a href="mailto:garani@teilar.gr">garani@teilar.gr</a>  European Programmes Office	Erasmus+ <a href="http://erasmus.teilar.gr/en/">http://erasmus.teilar.gr/en/</a>  ECTS Catalogue <a href="http://erasmus.teilar.gr/en/studies/ects-catalog/business-and-economics/">http://erasmus.teilar.gr/en/studies/ects-catalog/business-and-economics/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Larissa-Trikala Ring Road 41110 Larissa - Greece T: +30 2410684727 F: +30 2410684727 Email: <a href="mailto:oepe@teilar.gr">oepe@teilar.gr</a>	
Istanbul Kültür Üniversitesi	TR ISTANBU19	Burcu Atalay-Emre, M.A.  Erasmus Institutional Coordinator  <a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a> , <a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a>  European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul.  Agreements: <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a>  Outgoings: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a>  Incomings: <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>  Staff: <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a>	Istanbul Kültür University <a href="http://www.iku.edu.tr/ENG">http://www.iku.edu.tr/ENG</a>  European and International Center <a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a>  ECTS Information Package <a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>

### B. Mobility numbers<sup>3</sup> 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 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
G LARISSA 02	TR ISTANBU19	041	Business and administration	1 <sup>st</sup>	3×10 months	
		061	Information and Communication Technologies	1 <sup>st</sup>	3×10 months	

<sup>3</sup> 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>)

TR-ISTANBU19	G LARISSA 02	041	Business and administration	1 <sup>st</sup>	3×10 months	
		061	Information and Communication Technologies	1 <sup>st</sup>	3×10 months	

*[\*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.]*

\*\* ISCED codes and Subject areas are available at:

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 *
G LARISSA 02	TR ISTANBU19	041	Business and administration	1x7 days	
TR ISTANBU19	G LARISSA 02	041	Business and administration	1x7 days	

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
G LARISSA 02	all subject areas	GR	EN	EN: B1, GR: B1  TEI of Thessaly offers Greek language classes (2 ECTS) for all incoming Erasmus students every semester (free of charge)	EN: B2
TR ISTANBU19		English	Turkish	EN: B2	EN: B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>4</sup> 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

The selection criteria for students and staff are regulated by the sending University; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving Institution according to the regulations of the Educational, Audiovisual & Cultural Executive Agency (EACEA) and National Agencies.

The Institutions have infrastructures to welcome students and staff with disabilities.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
G LARISSA 02	<b>Application deadline:</b> 31 May <b>Academic Calendar:</b> <a href="http://erasmus.teilar.gr/en/studies/incoming-student-mobility/academic-calendar/">http://erasmus.teilar.gr/en/studies/incoming-student-mobility/academic-calendar/</a>	<b>Application deadline:</b> 30 November <b>Academic Calendar:</b> <a href="http://erasmus.teilar.gr/en/studies/incoming-student-mobility/academic-calendar/">http://erasmus.teilar.gr/en/studies/incoming-student-mobility/academic-calendar/</a>
TR ISTANBU19	<b>Application Deadline:</b> July 15th	<b>Application Deadline:</b> November 15th

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution upon the student's departure or, in any case, 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 2014 will only take effect as of 1 September 2014+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

The receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>5</sup>. The table will facilitate the interpretation

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

of each grade awarded to students and will facilitate the credit transfer by the sending institution.

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
G LARISSA 02	European Programmes Office 41110 Larissa - Greece T: 00302410684727 F: +30 2410684727 Email: <a href="mailto:oeep@teilar.gr">oeep@teilar.gr</a>	<a href="http://erasmus.teilar.gr/en/erasmus/grading-system/">http://erasmus.teilar.gr/en/erasmus/grading-system/</a>
TR ISTANBU19	Burcu Atalay-Emre, M.A. Erasmus Institutional Coordinator  <a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a> ,  <a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a>	Istanbul Kültür University <a href="http://www.iku.edu.tr/ENG">http://www.iku.edu.tr/ENG</a>  ECTS Information Package <a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
G LARISSA 02	European Programmes Office 41110 Larissa - Greece T: 00302410684727 F: +30 2410684727 Email: <a href="mailto:oeep@teilar.gr">oeep@teilar.gr</a>	<a href="http://erasmus.teilar.gr/en/contact/">http://erasmus.teilar.gr/en/contact/</a>
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>

## 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
G LARISSA 02	European Programmes Office 41110 Larissa - Greece T: 00302410684727 F: +30 2410684727 Email: <a href="mailto:oeep@teilar.gr">oeep@teilar.gr</a>	
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>



#### 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
G LARISSA 02	European Programmes Office 41110 Larissa - Greece T: 00302410684727 F: +30 2410684727 Email: <a href="mailto:oeep@teilar.gr">oeep@teilar.gr</a>	<a href="http://erasmus.teilar.gr/en/studies/incoming-student-mobility/accommodation/">http://erasmus.teilar.gr/en/studies/incoming-student-mobility/accommodation/</a>
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
G LARISSA 02	President, TEI of Thessaly Prof Panagiotis GOULAS		
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations	13.06.15	

<sup>6</sup> Scanned signatures are accepted