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. Erasmus Institutional Coordinator 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 Outgoings: eic-sts-out@iku.edu.tr Incomings: eic-sts-in@iku.edu.tr Staff: staffmobil-eic@iku.edu.tr	Istanbul Kültür University http://www.iku.edu.tr/ENG European and International Center www.iku.edu.tr/eic ECTS Information Package http://www.iku.edu.tr/EN/ects.php
Amsterdam Academy of Architecture	NL AMSTERD 07	Mrs. Elsbeth Falk Contact: t.peters@ahk.nl +31205318218	http://www.ahk.nl/en/architecture/home/

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 period or average duration]	Student Mobility for Traineeships
NL AMSTERD07	TR ISTANBU19	0731	Architecture	1st, 2nd, 3rd	1 x 10 = 10	
TR ISTANBU19	NL AMSTED07	0731	Architecture	1st, 2nd, 3rd	1 x 10 = 10	

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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.
[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

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
NL AMSTERD07	TR ISTANBU19	0731	Architecture	TBD	TBD
TR ISTANBU19	NL AMSTERD07	0731	Architecture	TBD	TBD

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	Architecture	English		B2 (English)	N/A
NL AMSTERD07	Architecture	English		B2 (English)	N/A

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 and staff with disabilities. This can be discussed before each nomination.

NL AMSTERD07 requires a positive portfolio assessment by the board of NL AMSTERD07 before admission is granted. Every period a limited number of exchange students can be admitted. Placement is not guaranteed by this contract only.

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: June 15th	Application Deadline: November 15th
NL AMSTERD07	Application Deadline: May 1st	Application Deadline: November 1st

[* to be adapted in case of a trimester system]
2. The receiving institution will send its decision within 2 weeks.

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[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

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#

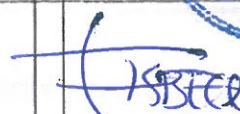|	Amsterdam Academy of Architecture	Istanbul Kültür University
WWW for Incoming Students	http://www.ahk.nl/en/architecture/home/	www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue	http://www.studiegids.academievanbouwkunst.nl/en/2014-2015/	http://www.iku.edu.tr/EN/ects.php
Housing[7]	http://www.ahk.nl/en/facilities/student-affairs/	www.iku.edu.tr/eic-incomingsts
Contact details		eic-sts-in@iku.edu.tr
WWW Visa Information[8]	http://www.ahk.nl/en/prospective-students/visa-procedures/	www.iku.edu.tr/eic-incomingsts
Contact details		eic-sts-in@iku.edu.tr
WWW Insurance Information[9]	http://www.ahk.nl/en/facilities/student-affairs/	www.iku.edu.tr/eic-incomingsts
Contact details		eic-sts-in@iku.edu.tr
ECTS Users' Guide[10]		http://www.iku.edu.tr/EN/ectsikuinfo.html#

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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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[11]
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations		
NL AMSTERD07	Mrs. Elsbeth FALK, Dean and coordinator International Relations		

[11] Scanned signatures are accepted

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