

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2017-2021

between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
VOLDA UNIVERSITY COLLEGE	N VOLDA01	Mr. Arne Humberst Head of International Office international@hivolda.no Tel: 47 7007 5120	http://www.hivolda.no/index.php?&lang=eng http://www.hivolda.no/vuc/academics/courses-in-english
ISTANBUL KÜLTÜR UNIVERSITY	TR ISTANBU19	Burcu Atalay Emre Erasmus Institutional Coordinator b.atalay@iku.edu.tr International Office Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul erasmus@iku.edu.tr	International Office http://www.iku.edu.tr/ENG/5/31248/gelen.html ECTS Information Package http://www.iku.edu.tr/EN/ects.php

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
N VOLDA01	TR ISTANBU19	0114	English Language Teaching	1 st	15 Months (3X5)	TBD
		0210	Arts and Design	1 st	15 Months (3X5)	
TR ISTANBU19	N VOLDA01	0114	English Language Teaching	1 st	15 Months (3X5)	TBD
		0210	Arts and Design	1 st	15 Months (3X5)	

[*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 periods or average duration *]	Staff Mobility for Training *
N VOLDA01	TR ISTANBU19	0114	English Language Teaching	1X8 hours	TBD
		0210	Arts and Design	1X8 hours	
		0232	English Language and Literature	1X8 hours	
TR ISTANBU19	N VOLDA01	0114	English Language Teaching	1X8 hours	TBD
		0210	Arts and Design	1X8 hours	

⁴ 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>)

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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction levels	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
N VOLDA01	Norwegian	English	B2 Equivalent to: IELTS 5.0, TOEFL iBT 60, Cambridge FCE, CAE & CPE	English: B2
TR ISTANBU19	Turkish	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.]

Volda University Collage provides support for students with disabilities and special needs and has an action plan for universal design. Incoming exchange students with special needs should indicate this in the application form.

Istanbul Kültür University is able to receive walking disabled students and staff. Incoming exchange students should indicate this in the application form.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
N VOLDA01	Nomination/Application Deadline: May 15	Nomination/Application Deadline: November 15
TR ISTANBU19	15 th June	15 th November

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

^s 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>

[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

Institution [Erasmus code]	Website for information
N VOLDA01	http://www.hivolda.no/vuc/academics/grading-system Note: Transcript of records from Volda University Collage will show grade distribution in the courses taken.
TR ISTANBU19	http://www.iku.edu.tr/EN/ectsikuinfo.html

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guides. 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.]

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
N VOLDA01	international@hivolda.no	http://www.hivolda.no/vuc/student-life/before-you-arrive/visa-and-registration-in-norway
TR ISTANBU19	erasmus@iku.edu.tr	http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html

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
N VOLDA01	international@hivolda.no	http://www.hivolda.no/vuc/student-life/before-you-arrive/insurance
TR ISTANBU19	erasmus@iku.edu.tr	http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html

⁶ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf



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
N VOLDA01	sfs@hivolda.no	https://www.sivolda.no/housing/category967.html
TR ISTANBU19	erasmus@iku.edu.tr	http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
N VOLDA01	Mr. Arne Humberset Head of International Office	18.04.2017	 VOLDA UNIVERSITY COLLEGE
TR ISTANBU19	MR. SEKİN TAYGÜN ALTINTAŞ Head of International Office	05.05.2017	 ISTANBUL KÜLTÜR UNIVERSITY INTERNATIONAL OFFICE www.iku.edu.tr

⁷ Scanned signatures are accepted

