Erasmus+ Programme

fontys

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

Inter-institutional[1] agreement 2014-2019
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)
Fontys University of Applied Sciences, School of Marketing & Management Po Box 347. 5600 AH, Eindhoven, the Netherlands	NL EINDHOV03	**Director:** Margreet Rookmaker **International Coordinator:** Ewoud Jansen, je.jansen@fontys.nl Tel: +31657312225 **International Office:** *Outgoing students:* fhmmstudyabroad@fontys.nl *Incoming students:* ibms@fontys.nl	www.fontys.edu
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 **Incoming:** eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic

[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 numbers[4] 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, 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 Traineeship *
NL EINDHOV03	TR ISTANBU19	34.0/ 34.2	Business / marketing	1st	4 (4x5) =20 months	Tbc
TR ISTANBU19	NL EINDHOV03	34.0/ 34.2	Business / marketing	1st	4 (4x5) =20 months	Tbc

*[*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
NL EINDHOV03	TR ISTANBU19	34.0/ 34.2	Business / marketing	1 staff member	Tbc
TR ISTANBU19	NL EINDHOV03	34.0/ 34.2	Business / marketing	1 staff member	Tbc

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:

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[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)*

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[5]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
NL EINDHOV03	Business & Marketing	English	NA	B2	B2
TR ISTANBU19	Business Administration	Turkish	English	B2 (English)	N/A

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D.   Additional requirements

Institutes of Fontys University of Applied Sciences are advised to use the internal Quality Frameworks jointly developed be several Fontys schools containing criteria on the quality of partnerships and the quality of incoming and outgoing students and staff: Quality Framework Partnerships, Quality Framework Student Mobility, Quality Framework Staff Mobility. The frameworks are available upon request.

TR ISTANBU 19 is able to receive students with disabilities. This can be discussed before each nomination.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
NL EINDHOV03	15 May	15 November
TR ISTANBU19	Application Deadline: July 15th	Application Deadline: December 15th

2. The receiving institution will send its decision within 6 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. Termination of the agreement or changes in the data set above can be amended annually if communicated before January 1st . *Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

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[5] 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

F. Information

1. Grading systems of the institutions

Courses are graded on a scale from 0 to 10 points. Grades below 5.5 count as a fail. Grades of 5.5 and higher are a pass. The European Credit Transfer System is the exclusive credit system at Fontys. The content of the exchange programme along with the credits are laid down in the Learning Agreement. The period abroad is part of the curriculum and as such fully recognized. A Transcript of Records is being used as a compulsory tool. Apart from these criteria, all Fontys Schools have explicit requirements regarding grades, motivation and competences the student must meet before he/she is allowed to study abroad. All students have a personal study career supervisor who helps them to follow the right procedures.

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

	Fontys University of Applied Sciences	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[6]	www.fontys.edu	www.iku.edu.tr/eic-incomingsts
Contact details	internationalstudents@fontys.nl tel. 0031 (0)8850 74033	eic-sts-in@iku.edu.tr
WWW Visa Information[7]	www.fontys.edu	www.iku.edu.tr/eic-visa
Contact details	internationalstudents@fontys.nl tel. 0031 (0)8850 74033	eic-sts-in@iku.edu.tr
WWW Insurance Information[8]	www.fontys.edu	www.iku.edu.tr/eic-incomingsts
Contact details	internationalstudents@fontys.nl tel. 0031 (0)8850 74033	eic-sts-in@iku.edu.tr
ECTS Users' Guide[9]		http://www.iku.edu.tr/EN/ectsikuinfo.html#

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[6] The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

[7] 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.

[8] 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.

[9] 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[10]
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice-President Head of International Relations	17.01.2014	
NL EINDHOV03	Drs. Margreet Rookmaker, Director	21/1/2014	

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[10] Scanned signatures are accepted