



Erasmus+ Programme

Key Action 1



– Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional¹ 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. 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 Incomings: eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic
Hochschule Ludwigshafen	D LUDWIGH01	Institutional Coordinator: Mrs. Kerstin Gallenstein Tel +49 621 5203 187 Email kerstin.gallenstein@hs-lu.de Incomings (students and staff): alexandra.ege@hs-lu.de Outgoings (students and staff) ilse.page@hs-lu.de	https://www.hs-lu.de/international/exchange-students-from-partner-institutions.html

B. Mobility numbers⁵ 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 * [ISC ED]	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 *

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

D LUDWIGH01	TR ISTANBU19	041	Business Administration	1 st , 2 nd ,	3 x 5 = 15	
TR ISTANBU19	D LUDWIGH01	041	Business Administration	1 st , 2 nd , 3 rd	3 x 5 = 15	
		031	International Relations			

[*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 *
D LUDWIGH01	TR ISTANBU19				TBD
TR ISTANBU19	D LUDWIGH01				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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum re-commended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
D LUDWIGH01		German	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.

D LUDWIGH01:

- In case, if the application documents aren't in English, German, French, Italian or Spanish language, the applicants have to add the authorized translation of these documents.
- It is not possible for exchange students to defend their BA/MA thesis at the host university.
- Incoming international staff members should apply for visits at the International Office of Ludwigshafen University of Applied Sciences. (aaa@hs-lu.de)
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.
- Applicants from outside the EU have to take care of sufficient health insurance
- Applicants with a non-EU- citizenship have always to apply for a Schengen student's visa for Germany before departure

E. Calendar

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

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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th
D LUDWIGH01	Application Deadline: 31 st of May	Application Deadline: 30 th of November

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

- The receiving institution will send its decision within 2 weeks.
- 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]*
- 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

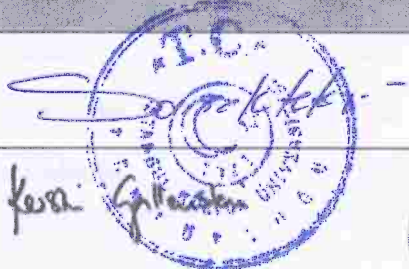


<http://www.iku.edu.tr/EN/ectsikuinfo.html#>

D LUDWIGH01

Local grades at LUAS	Local grades at LUAS (descriptively)	Percent of required knowledge for this grade	Converted to ECTS grades
1.0	Very good	95 – 100%	A
1.3	Very good	94,9 – 90%	A
1.7	good	89,9 – 85%	B
2.0	good	84,5 – 80%	B
2.3	good	79,9 – 75%	C
2.7	satisfactory	74,9 – 70%	C
3.0	satisfactory	69,9 – 65%	D
3.3	satisfactory	64,9 – 60%	D
3.7	pass	59,9 – 55%	E
4.0	pass	54,9 – 50%	E
4.3	failed	Less than 50%	F

	Hochschule Ludwigshafen	Istanbul Kültür University
WWW for Incoming Students	https://www.hs-lu.de/international/exchange-students-from-partner-institutions.html	www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue	https://www.hs-lu.de/international/exchange-students-from-partner-institutions.html	http://www.iku.edu.tr/EN/ects.php
Housing ⁷	https://www.hs-lu.de/international/exchange-students-from-partner-institutions/housing.html	www.iku.edu.tr/eic-incomingsts
Contact details	international@hs-lu.de tel. +49 621 5203 116 fax +49 621 5203 271	eic-sts-in@iku.edu.tr
WWW Visa Information ⁸	https://www.hs-lu.de/international/exchange-students-from-partner-institutions/visa.html	www.iku.edu.tr/eic-visa
Contact details	international@hs-lu.de tel. +49 621 5203 116 fax +49 621 5203 271	eic-sts-in@iku.edu.tr
WWW Insurance Information ⁹	https://www.hs-lu.de/international/exchange-students-from-partner-institutions/health-insurance.html	www.iku.edu.tr/eic-incomingsts
Contact details	international@hs-lu.de tel. +49 621 5203 116 fax +49 621 5203 271	eic-sts-in@iku.edu.tr
ECTS Users' Guide ¹⁰	https://www.hs-lu.de/international/exchange-students-from-partner-institutions.html	http://www.iku.edu.tr/EN/ectsikuinfo.html#

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	01/10/2014	
D LUDWIGH01	Kerstin Gallenstein, MA Institutional Erasmus Coordinator, Head of the Department of International Affairs	29 September 2014	 

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.

¹¹ Scanned signatures are accepted