



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

The institutions named below agree to co-operate 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 the higher education institutions

Name of institution (and department, where relevant)	Erasmus code	Contact details ³ (e-mail, phone)	Website (eg. of the course catalogue)
FACHHOCHSCHULE KIEL, KIEL UNIVERSITY OF APPLIED SCIENCES	D KIEL03	Christine Boudin, Erasmus Coordinator Fachhochschule Kiel, International Office, Sokratesplatz 4, D-24149 Kiel, Phone: +494312101800 Fax: +494312101810 christine.boudin@fh-Kiel.de Departmental coordinator: See attached data sheet	www.fh-kiel.de/international
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

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 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 *
D KIEL 03	TR ISTANBU 19	32	Communication and Multimedia	1 st ; 2 nd	2*10	
		041	Business Administration			
TR ISTANBU 19	D KIEL 03	32	Communication and Multimedia	1 st ; 2 nd	2*10	
		041	Business Administration			

[*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 KIEL 03	TR ISTANBU 19	32	Communication and Multimedia	1 mobility period	
TR ISTANBU 19	D KIEL 03			1 mobility period	

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:

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]
D KIEL 03		German	English	http://www.fh-kiel.de/index.php?id=13167	C 1
TR ISTANBU19		Turkish	English	B2 (English)	N/A

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

D KIEL 03: <http://www.fh-kiel.de/index.php?id=13167>

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.]

D KIEL03

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]
D KIEL03	Student applications: 1 May, when a visa is required 1 June, when no a visa is required	Student applications: 1 October, when a visa is required 1 November, when no visa is required
TR ISTANBU19	Application Deadline: July 15th	Application Deadline: December 15th

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

D KIEL 03 : The receiving institution will send its decision within 4 weeks.

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>

D KIEL 03 : 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

D Kiel 03: [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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. 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.]

D KIEL 03:

German Grading System:

1 = Excellent

2 = Good

3 = Satisfactory

4 = Sufficient

5 = Unsatisfactory

Mit Erfolg teilgenommen/Successfully completed

Ohne Erfolg teilgenommen/Not completed.

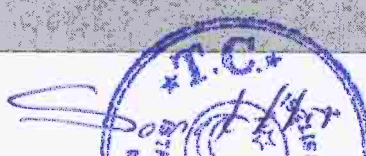

<http://www.fh-kiel.de/index.php?id=13113>

TR ISTANBU 19: <http://www.iku.edu.tr/EN/ectsikuinfo.html#>

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

	Fachhochschule Kiel	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 ⁷	http://www.fh-kiel.de/index.php?id=io_accommodation&L=1	www.iku.edu.tr/eic-incomingsts
Contact details	See attached data sheet.	eic-sts-in@iku.edu.tr
WWW Visa Information ⁸	See attached data sheet.	www.iku.edu.tr/eic-visa
Contact details	renate.hahn@fh-kiel.de	eic-sts-in@iku.edu.tr
WWW Insurance Information ⁹	AOK Student service https://www.aok-on.de/nordwest/studierende/aok-studenten-service/foreign-students-information.html	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#

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice-President Head of International Relations	28.01.2014	
D KIEL03	Signed by delegation of the vice president Christine Boudin, MBA Director of International Office Erasmus Coordinator, Kiel University of Applied Sciences	4.2.2014	 FACHHOCHSCHULE KIEL University of Applied Sciences International Office Sokratesplatz 4, 24149 Kiel Telefon: 0431 / 210-1803 Telefax: 0431 / 210-1810

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

