



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup>

### between programme countries

### [Minimum requirements]<sup>3</sup>

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 official name)	Erasmus+ code	Contact details (mail, phone)	Website (if of the course catalogue)
Neu-Ulm University of Applied Sciences	D ULM03	Verena Seltz (Head of the International Office), verena.seltz@hs-neu-ulm.de +49-731-9762-2100	<a href="https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/">https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/</a>
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	<a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> 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.]

Country of origin of the sending institution	Country of origin of the receiving institution	Subject area code	Subject area name	Study cycle	Number of student mobility periods	Number of staff mobility periods
D ULM03	TR ISTANBU19	0418	Business & Adm. (Inter-disciplinary)	1st	4 x 10 = 40	
TR ISTANBU19	D ULM03	0418	Business & Adm. (Inter-disciplinary)	1st	4 x 10 = 40	

[\*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.]

Country of origin of the sending institution	Country of origin of the receiving institution	Subject area code	Subject area name	Study cycle	Number of student mobility periods	Number of staff mobility periods
D ULM03	TR ISTANBU19	0418	Business & Adm. (Inter-disciplinary)	2 x 1 week (8 hours)		TBD
TR ISTANBU19	D ULM03	0418	Business & Adm. (Inter-disciplinary)	2 x 1 week (8 hours)		

## 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:

<sup>5</sup> 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 (Example code)	Optional Subject Area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility (for Study)	Staff Mobility (for Teaching/Research)
D ULM03	All fields	English	German	B2	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

##### Neu-Ulm University of Applied Sciences:

The Neu-Ulm University of Applied Sciences (HNU) makes it possible for students and staff with a disability or who are chronically ill to take part in courses and university life, with equal rights and autonomously. The main building of the HNU can be accessed and used by persons with a handicap without any restrictions. HNU offers parking spaces reserved for disabled persons, access ramps, automatically controlled doors, lifts, and accessible toilets for those with a physical handicap. All lecture halls, seminar and PC rooms as well as the cafeteria and the library are accessible.

##### TR ISTANBU19:

is able to receive students and staff 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 (Example code)	Autumn term (2020/21)	Spring term (2021/22)
D ULM03	1 <sup>st</sup> May	1 <sup>st</sup> December
TR ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th

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

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

2. **Neu-Ulm University of Applied Sciences** will send its decision within 5-6 weeks.

**TR ISTANBU19:** will send its decision within 5 weeks

3. **Neu-Ulm University of Applied Sciences:** A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished.

**TR ISTANBU19:** A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished.

4. Termination of the agreement

This agreement will take effect in the academic year 2014/15 being valid for a period of 7 years.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and - if the application is successful - the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

Termination of the agreement will not be penalised. 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**

#### **Neu-Ulm University of Applied Sciences:**

##### **German Grades:**

1.0 - 1.3	very good
1.7 - 2.3	good
2.7 - 3.3	satisfactory
3.7 - 4.0	sufficient
4.3 - 5.0	failed

##### **ECTS Grades (applicable to final degrees):**

A	best 10 %
B	next 25 %

C next 30 %  
 D next 25 %  
 E next 10 %  
 FX / F fail

**TR ISTANBU19:** <http://www.iku.edu.tr/EN/ectsikuinfo.html#>

## 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	Contact Point	Website for information
D ULM03	Cornelia Haeusler <a href="mailto:cornelia.haeusler@hs-neu-ulm.de">cornelia.haeusler@hs-neu-ulm.de</a> +49-731-9762-2104	<a href="http://www.auswaertiges-amt.de/EN/Infoservice/FAQ/VisumFuerD/Uebersicht.html?nn=480902">http://www.auswaertiges-amt.de/EN/Infoservice/FAQ/VisumFuerD/Uebersicht.html?nn=480902</a> (Federal Foreign Office)
TR ISTANBU19	<a href="mailto:elc-sts-in@iku.edu.tr">elc-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/elc-visa">www.iku.edu.tr/elc-visa</a>

## 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	Contact Point	Website for information
D ULM03	Cornelia Haeusler <a href="mailto:cornelia.haeusler@hs-neu-ulm.de">cornelia.haeusler@hs-neu-ulm.de</a> +49-731-9762-2104	<a href="https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance/">https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance/</a> (German Academic Exchange Service)
TR ISTANBU19	<a href="mailto:elc-sts-in@iku.edu.tr">elc-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/elc-incomingsts">www.iku.edu.tr/elc-incomingsts</a>


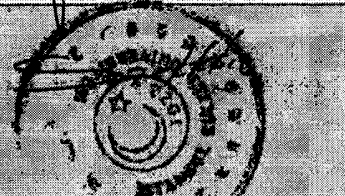
#### 4. Housing

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	Contact details	Website (if applicable)
D ULM03	Cornelia Haeusler cornelia.haeusler@hs-neu-ulm.de +49-731-9762-2104	<a href="https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/leben-in-neu-ulm/">https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/leben-in-neu-ulm/</a>
TR ISTANBUL19	Prof. Dr. Sermin ÖRNEKTEKİN	<a href="http://www.istanbul.edu.tr/en/istanbul19">www.istanbul.edu.tr/en/istanbul19</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name and Signature	Date	Signature
D ULM03	Prof. Dr. Julia Kormann, Vice President	10.03.2014	
TR ISTANBUL19	Prof. Dr. Sermin ÖRNEKTEKİN Vice President and Head of International Relations	26.02.2014	

<sup>7</sup> Scanned signatures are accepted