



# Erasmus+ Programme

## Key Action 1



– Mobility for learners and staff –  
**Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014-20[21]<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 department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>Istanbul Kültür University</b>	TR ISTANBU19	<b>Burcu Atalay-Emre, M.A.</b> <a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a> , <a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a> European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul. <b>Agreements:</b> <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a> <b>Outgoing:</b> <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> <b>Staff:</b> <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a> <b>Incomings:</b> <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a>
<b>Politecnico di Milano</b>	I MILANO02	Contact person: Mrs Gaia Cairati, International exchange office/ Erasmus (I.E.O.)  <a href="mailto:erasmus@polimi.it">erasmus@polimi.it</a>	<a href="http://www.polimi.it/">http://www.polimi.it/</a>  <a href="http://www.polinternational.polimi.it/educational-offer/">http://www.polinternational.polimi.it/educational-offer/</a>

### 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.]

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I MILANO02	TR ISTANBU19	0731	Architecture	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 x 5 = 20	
TR ISTANBU19	I MILANO02	0731	Architecture	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 x 5 = 20	

[\*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.]

<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.

<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> with at least 3 hours of teaching

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 *
I MILANO02	TR ISTANBU19			TBD	
TR ISTANBU19	I MILANO02				

### 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 <sup>6</sup>	
				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
I MILANO02		Italian	English	See Addendum part C ( page 1)	

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.

#### I MILANO02:

The infrastructure to welcome students and staff with special needs is well developed in all Campuses and managed by the [Multi Chance Poli Team](#).

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th
I MILANO02	Mid June	Mid December

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

2. The receiving institution will send its decision within 2 weeks/ I MILANO02 5 weeks

<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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]. I MILANO02 5 weeks*

4. 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#>

I MILANO 02 :The European Credit Transfer System (ECTS) is fully implemented. Credits measure the student workload which is required to pass the examination and include class attendance, classwork, laboratory work and individual study. It is also possible to obtain credits for other training courses, project works or theses, internships, basic computing skills, training in communication and public relations and group work. One credit corresponds to a workload of about 25 hours and the yearly workload for an average study course corresponds to about 60 credits. Each subject is assigned a number of credits which the students obtains when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.


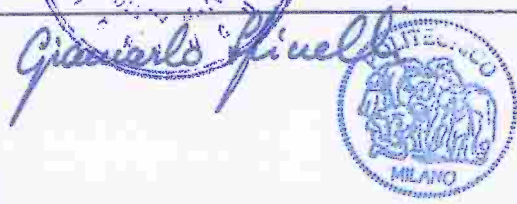
	Politecnico di Milano	Istanbul Kültür University
WWW for Incoming Students	<a href="http://www.polinternational.polimi.it/exchange/erasmus-programme/">http://www.polinternational.polimi.it/exchange/erasmus-programme/</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
WWW Course Catalogue	<a href="http://www.polinternational.polimi.it/educational-offer/laurea-magistrale-equivalent-to-master-of-science-programmes/">http://www.polinternational.polimi.it/educational-offer/laurea-magistrale-equivalent-to-master-of-science-programmes/</a>	<a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>
Housing <sup>7</sup>	Politecnico di Milano has many different housing alternatives in all campuses and the <a href="#">Accommodation Service</a> online counter is available for all incoming students. At arrival, several student associations do a great job assisting newcomers in their efforts to find apartments and rooms to rent.	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Contact details	<a href="http://www.residenze.polimi.it/">http://www.residenze.polimi.it/</a>	eic-sts-in@iku.edu.tr
WWW Visa Information <sup>8</sup>	Information regarding Visa, <a href="#">Residence Permit</a> and <a href="#">Insurance</a> matters is	<a href="http://www.iku.edu.tr/eic-visa">www.iku.edu.tr/eic-visa</a>

<sup>7</sup> The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>8</sup> 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.

	provided when needed	
Contact details		eic-sts-in@iku.edu.tr
WWW Insurance Information <sup>9</sup>	Information regarding Visa, <u>Residence Permit</u> and <u>Insurance</u> matters is provided when needed	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Contact details		eic-sts-in@iku.edu.tr
ECTS Users' Guide <sup>10</sup>		<a href="http://www.iku.edu.tr/EN/ectsikuinfo.html#">http://www.iku.edu.tr/EN/ectsikuinfo.html#</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>11</sup>
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations	23.05.2014	
I MILANO02	Erasmus Institutional Coordinator, Rector's delegate for International Networks ; prof. Giancarlo Spinelli	22/05/2014	

<sup>9</sup> 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.

<sup>10</sup> 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.

<sup>11</sup> Scanned signatures are accepted