



# 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> b.atalay@iku.edu.tr, eic@iku.edu.tr European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul. <b>Agreements:</b> agreements- eic@iku.edu.tr <b>Outgoing:</b> eic-sts-out@iku.edu.tr <b>Staff:</b> staffmobil-eic@iku.edu.tr <b>Incomings:</b> eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic
<b>Universität Stuttgart – University of Stuttgart</b>	<b>D STUTGA01</b>	Institutional coordinator: Please refer to annex	Please refer to annex

### 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
D STUTGA01	TR ISTANBU19	0731	Architecture	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 6 = 12	—
		054	Mathematics and Statistics	1, 2, 3	2 x 6 = 12	—
TR ISTANBU19	D STUTGA01	0731	Architecture	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 6 = 12	—

<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 8 hours of teaching

		054	Mathematics and Statistics	1,2,3	2x12	-
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[\*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 STUTTGA01	TR ISTANBU19			max. 1 staff member, min. 2 days (excl. travel time), min. 8 teaching hours	Only by individual agreement
TR ISTANBU19	D STUTTGA01			max. 1 staff member, min. 2 days (excl. travel time), min. 8 teaching hours	Only by individual agreement

### 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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
D STUTTGA01	Please refer to annex	Please refer to annex	Please refer to annex	Please refer to annex	Please refer to annex

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.

### 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
D STUTTGA01	Please refer to annex	Please refer to annex

[\* 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

<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>

[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


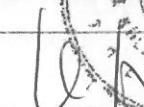
### 1. Grading systems of the institutions

#### Istanbul Kültür University

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

	University of Stuttgart	Istanbul Kültür University
WWW for Incoming Students	Please refer to annex	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
WWW Course Catalogue	Please refer to annex	<a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>
Housing <sup>7</sup>	Please refer to annex	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Contact details	Please refer to annex	eic-sts-in@iku.edu.tr
WWW Visa Information <sup>8</sup>	Please refer to annex	<a href="http://www.iku.edu.tr/eic-visa">www.iku.edu.tr/eic-visa</a>
Contact details	Please refer to annex	eic-sts-in@iku.edu.tr
WWW Insurance Information <sup>9</sup>	Please refer to annex	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Contact details	Please refer to annex	eic-sts-in@iku.edu.tr
ECTS Users' Guide <sup>10</sup>	Please refer to annex	<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	19.03.2014	
D STUTTGA01	Katja Schuster, Erasmus+ Institutional Coordinator	21.03.14	

<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.

<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



## Erasmus+ Programme Institutional Data Sheet

### GENERAL INFORMATION

Institution	Istanbul Kültür University
General website	<a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a>
Website for credit mobility students	<a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>
International Centre - Address	European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul.
International Centre - Director	Prof. Dr. Sermin Örnektekin (Vice Rector)
International Centre - Inter-Institutional Agreements	<a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a>
International Centre – Incoming Students	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>
International Centre – Outgoing Students	<a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a>
Departmental Coordinators	<a href="http://www.iku.edu.tr/EN/2222-2-7-9946-605-4-1/Contact">http://www.iku.edu.tr/EN/2222-2-7-9946-605-4-1/Contact</a>

### DATES

Academic calendar	
Winter semester [dd/mm]	September- end of December
Summer semester [dd/mm]	End of January- June
Transcript of Records procedure:	

### LOCAL GRADING SYSTEM OF THE INSTITUTION

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

### INCOMING STUDENT INFO

Study as an exchange student, incl. application procedure	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Course catalogues	<a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>
Study fields for exchange	
Study guides	
German language courses, e.g.	Turkish language course is offered throughout the Academic Year, usually it is worth 4ECTS credits
Recommended language skills	B2 in English
Insurance	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Visa	<a href="http://www.iku.edu.tr/eic-visa">www.iku.edu.tr/eic-visa</a>

### HOUSING

Is housing guaranteed?	Students may apply for a room at the University dorms, guarantee depends on availability.
Student Accommodation	Upon nomination students are sent an information package covering every aspect of their exchange period, including Accomodation.

### COSTS:

Cost of living	Depending on standards of living preferred, rent and exchange rates a monthly cost of €650 <u>maximum</u> .
Semester contribution (Student ID and semester ticket for public transport)	Student ID is provided by IKU, the transport cards permits the student to use all methods of transport for 1TL per “ride”

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Fact Sheet 2014/15

### 1. Institutional Information

#### 1.1. Institutional details

<b>Name of the institution</b>	Universität Stuttgart – University of Stuttgart
Erasmus Code	D STUTTGA01
EUC	28252-IC-1-2007-1-DE-ERASMUS-EUCX-1
Website Institution	<a href="http://www.uni-stuttgart.de/">http://www.uni-stuttgart.de/</a>
Website International Office	<a href="http://www.ia.uni-stuttgart.de/">http://www.ia.uni-stuttgart.de/</a>
Online course catalogue	<a href="http://www.lsf.uni-stuttgart.de/">http://www.lsf.uni-stuttgart.de/</a>

#### 1.2. Main contacts

<b>Contact person</b>	Ms Katja Schuster
<b>Responsibility</b>	Erasmus Institutional Coordinator Contact person for Erasmus partners and inter-institutional agreements Contact person for Erasmus outgoing students and staff Contact person for Erasmus incoming staff
<b>Contact details</b>	Phone: +49 711 685 68553 - Fax: +49 711 685 58553 - Email: <a href="mailto:schuster@ia.uni-stuttgart.de">schuster@ia.uni-stuttgart.de</a>

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68566 - Fax: +49 711 685 68600 - Email: <a href="mailto:incoming@ia.uni-stuttgart.de">incoming@ia.uni-stuttgart.de</a>

### 2. Detailed requirements and additional information

#### C. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German	B1 (at the beginning of the exchange) + participation in the intensive German course at the University of Stuttgart
Student Mobility for Studies	Any	English	B2 (at the beginning of the exchange)
Staff Mobility for Teaching	Any	German	B2
Staff Mobility for Teaching	Any	English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

## D. Additional requirements

### Bachelor/Master Thesis:

Incoming students, who would like to write a Bachelor or Master thesis in the field of **Engineering** at our university, will have to apply for a 1-year exchange (2 semesters) \*:

- 1<sup>st</sup> semester: The incoming student will take courses and look independently for a thesis topic and a supervisor during the exchange semester (or before). Please note that the Office of International Affairs and the Erasmus departmental coordinators are not able to assist in finding a suitable thesis topic and supervisor.
- 2<sup>nd</sup> semester: The incoming student may write the thesis, if he/she has found a thesis topic and supervisor. If not he/she will be able to take courses at our university instead or write the thesis at e.g. the home institution.

\* This regulation applies to all partner institutions and incoming students, unless there is a special pre-approval by the hosting institute/department of the University of Stuttgart.

### Special Needs:

Students and staff with disabilities are welcome to apply for an Erasmus exchange to our university. Our university is generally able to accommodate students and staff with disabilities upon request. Please make sure to inform us about the special needs of your students and staff well ahead of time.

## E. Calendar

### 1. Application Deadlines

Applications of nominated students must reach our institution by:

<b>Autumn term</b>	May 1 <sup>st</sup>
<b>Spring term</b>	December 1 <sup>st</sup>

### 2. Decision Response

We will send our decision within ~6 weeks.

### 3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

## F. Additional information

### 1. Grading system

The University of Stuttgart awards so-called *Leistungspunkte (LP)* = credit points for their Bachelor and Master courses. These credit points are equivalent to ECTS. More information on the ECTS system may be found on the following website: <http://www.ia.uni-stuttgart.de/internat/bewerber/program/ects/>

Incoming students receive documents verifying successful participation in a course, the so-called *Scheine*. These have to be submitted to the Erasmus departmental coordinators before the end of the exchange. The departmental coordinators will then issue the students' transcripts of records.

<b>grade</b>	<b>in words</b>	<b>corresponding to</b>
1,0 - 1,5	<i>sehr gut</i>	excellent (seldom achieved)
1,6 - 2,5	<i>gut</i>	very good (well above average)
2,6 - 3,5	<i>befriedigend</i>	satisfactory (fulfilling all normal requirements)
3,6 - 4,0	<i>ausreichend</i>	sufficient (meeting requirements despite weakness; 4,0 = pass)
4,1 +	<i>mangelhaft</i>	fail

## 2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: <a href="mailto:schillo@ia.uni-stuttgart.de">schillo@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/">http://www.ia.uni-stuttgart.de/internat/bewerber/program/visa/</a>

## 3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: <a href="mailto:schillo@ia.uni-stuttgart.de">schillo@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="http://www.ia.uni-stuttgart.de/internat/studierende/practical/insurance/">http://www.ia.uni-stuttgart.de/internat/studierende/practical/insurance/</a>

## 4. Housing

Our institution will support incoming student/staff 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:

<b>Contact person</b>	Ms Melanie Schillo
<b>Responsibility</b>	General Erasmus incoming enquiries Contact person for Erasmus incoming students
<b>Contact details</b>	Phone: +49 711 685 68570 - Fax: +49 711 685 68600 - Email: <a href="mailto:schillo@ia.uni-stuttgart.de">schillo@ia.uni-stuttgart.de</a>
<b>Website</b>	<a href="http://www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/">http://www.ia.uni-stuttgart.de/internat/studierende/practical/accomm/</a>

## 5. Academic Calendar: [http://www.ia.uni-stuttgart.de/internat/bewerber/program/academical\\_calendar/](http://www.ia.uni-stuttgart.de/internat/bewerber/program/academical_calendar/)

	Autumn term	Spring term
<b>Intensive German Course</b>	September – mid-October	March – mid-April
<b>Lecture period</b>	mid-October – mid-February	mid-April – mid-July
<b>Exam period</b>	mid-February – mid-April	mid-July – mid-October

Stuttgart, 15.10.2013



Katja Schuster,  
Erasmus+ Institutional Coordinator