



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional agreement 2017/18-2020/21 between programme countries

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	Erasmus code	Contact details	Website
Technische Universität Wien Faculty of Mechanical and Industrial Engineering	A WIEN02	Institutional coordinator: Mag. Andreas Zemmann andreas.zemann@tuwien.ac.at TU Wien, International Office, Gusshausstrasse 28, 1040 Wien, Austria Exchanges: exchangein@tuwien.ac.at Academic contact: Prof. Dr. Numan M. Durakbasa numan.durakbasa@tuwien.ac.at +43 1 58801 31140	www.tuwien.ac.at/international https://tiss.tuwien.ac.at/curriculum https://tiss.tuwien.ac.at/adressbuch/adressbuch/fakultaet/1670

ISTANBUL KÜLTÜR UNIVERSITY	TR ISTANBU 19	<p>International Office Ataköy Campus, D-100 Yanyol, Bakırköy,34156, Istanbul</p> <p>erasmus@iku.edu.tr</p> <p>Seçkin Taygun Altıntaş Erasmus Institutional Coordinator E-mail : s.altintas@iku.edu.tr Tel : +90 212 498 44 66</p> <p>Ecem Baloğlu Incoming Students&Inter- Institutional Agreements E-mail : e.baloglu@iku.edu.tr Tel: +90 212 498 4056</p> <p>Aylin Atlı Outgoing Students E-mail : a.atli@iku.edu.tr Tel: +90 212 498 4421</p> <p>Ebru Kara Outgoing Students for Internship E-mail : ebru.kara@iku.edu.tr Tel: +90 212 498 4058</p>	<p>https://www.iku.edu.tr/ENG/1/1/university.html</p> <p>Academic Package:</p> <p>https://www.iku.edu.tr/EN/ects.php</p>
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B. Mobility numbers per 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 October in the preceding academic year.

FROM	TO	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	Student Mobility for Traineeships
TR ISTANBU19	A WIEN02		Industrial Enginerring	1st	4 x 5 Months	4 x 5 Months
A WIEN02	TR ISTANBU 19		Industrial Enginerring	1st	2 x 5 Months	2 x 5 Months

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR ISTANBU19	A WIEN02		Industrial Engineering	2 x 5 Days	2 x 5 Days
A WIEN02	TR ISTANBU 19		Industrial Engineering	2 x 5 Days	2 x 5 Days

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
A WIEN02		German	English	B1	B2
TR ISTANBU19		English		B2	B2

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

¹ 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. Additional requirements

E. Calendar

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

Receiving institution	Autumn term	Spring term
A WIEN02	31 st May	15 th December
TR ISTANBU19	15 th June	15 th November

1. The receiving institution will send its decision within 5 weeks.
2. 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.

A WIEN02

1. Erasmus applications for incoming students on-line <https://tiss.tuwien.ac.at/mobility>
2. TU Wien will send its invitation letter within 4 weeks after the official nomination of the candidate by the home institution.
3. Students can download and print out their official Transcript of Records from "TU Wien Information Services" (TISS) within 5 weeks after the exam.

4. Termination of the agreement

In the event of termination or amendment of this agreement by either party notice will be given by October of the preceding year. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 October 2015 will only take effect as of 1 October 2016. 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

TR ISTANBU19

You may find the informations for Grading System of IKU ;

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

A WIEN02:

Austrian grade	ECTS grade	Translation
sehr gut (1)	A	very good – outstanding performance

gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings
genügend (4)	D/E	sufficient – performance meets the minimum criteria
nicht genügend (5)	F/FX	fail

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 details	Website for information
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international
TR ISTANBU19	erasmus@iku.edu.tr	https://www.iku.edu.tr/ENG/15/2390/visa-residence-permit.html

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 details	Website for information
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international
TR ISTANBU19	erasmus@iku.edu.tr	http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html

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 for information
A WIEN02	exchangein@tuwien.ac.at	www.housing.oead.at www.tuwien.ac.at/international
TR ISTANBU 19	erasmus@iku.edu.tr	https://www.iku.edu.tr/ENG/15/2391/accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ²
Technische Universität Wien	Andreas Zemann Erasmus Institutional Coordinator	6.11.2017	
Istanbul Kültür University	Seçkin Taygun Altıntaş Erasmus Institutional Coordinator	30.10.2017	

² Scanned signatures are accepted