Erasmus+ Programme
Key Action 1

ISTANBUL KÜLTÜR UNIVERSITY

– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2014-20[21][2]
between programme countries
[Minimum requirements][3]

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[4] (email, phone)	Website (e.g. of the course catalogue)
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 Course Catalogue: http://www.iku.edu.tr/EN/ects.php
Tallinn University of Technology	EE TALLINN 04	**Mrs Maret Hein** Director of International Networks and Mobility Ehitajate tee 5, 19086, Estonia Maret.hein@ttu.ee	http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/courses-in-english

[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, 1st, 2nd or 3rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months or of study periods an average duration *]	Student Mobility for Traineeships
EE TALLINN 04	TR ISTANBU19	041	Business Adm.	1st, 2nd	2 x 10 = 20	
		071	Engineering Trades	1st, 2nd	4 x 10 = 40	
		031	International Relation	1st, 2nd	2 x 10 = 20	

[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] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

TR ISTANBU19	EE TALLINN 04	041	Business Adm.	1st, 2nd	2 x 10 = 20	
		071	Engineering Trades	1st, 2nd	4 x 10 = 40	
		031	International Relations	1st, 2nd	2 x 10 = 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.]*

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 *
EE TALLINN 04	TR ISTANBU19			TBD	TBD
TR ISTANBU19	EE TALLINN 04			TBD	TBD

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[5]	
				Student Mobility for Studies [minimum recommended level: B1]	Staff Mobility for Teaching [minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
EE TALLINN 04		English	Estonian	B2 English	B2 English

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
EE TALLINN04	15 May	15 November

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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]*

---

[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

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#

Tallinn University of Technology:
http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/academic-issues/

	Tallinn University of Technology	Istanbul Kültür University
WWW for Incoming Students		www.iku.edu.tr/eic-incomingsts
Housing[6]	http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_accommodation/	www.iku.edu.tr/eic-incomingsts
Contact details	Ragne Kougija Ragne.kougija@ttu.ee +372 620 3517	eic-sts-in@iku.edu.tr
WWW Visa Information[7]	http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_visa-living-permit/	www.iku.edu.tr/eic-visa
Contact details	Kerti Sönmez Kerti.sönmez@ttu.ee +372 620 3517	eic-sts-in@iku.edu.tr
WWW Insurance Information[8]	http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_visa-living-permit/medical-insurance-contract	www.iku.edu.tr/eic-incomingsts
Contact details	Ragne Kougija Ragne.kougija@ttu.ee +372 620 3517	eic-sts-in@iku.edu.tr

---

[6] The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

[7] 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.

[8] 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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[9]
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice President Head of International Relations	06.02.2014	
EE TALLINN 04	Mrs Maret Hein Director of International Networks and Mobility	26.02 2014	