



Erasmus+ Programme

Inter-institutional agreement 2014/2015-2020/2021 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 (and department, where relevant)	Istanbul Kültür University
Erasmus code	TR ISTANBU19
Contact details¹ (email, phone)	<u>Erasmus Institutional Coordinator</u> 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 Outgoings: eic-sts-out@iku.edu.tr Incomings: eic-sts-in@iku.edu.tr Staff: staffmobil-eic@iku.edu.tr
Website (eg. of the course catalogue)	Istanbul Kültür University: http://www.iku.edu.tr/ENG European and International Center: www.iku.edu.tr/eic ECTS Information Package: http://www.iku.edu.tr/EN/ects.php WWW course catalogue: http://www.iku.edu.tr/EN/ects.php ECTS users' guide: http://www.iku.edu.tr/EN/ectsikuinfo.html#

Name of the institution (and department, where relevant)	University of Hradec Králové Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic
Erasmus code	CZ HRADEC01
Contact details (email, phone)	<u>Erasmus Institutional Coordinator</u> prof. RNDr. PhDr. Antonín Slabý, CSc. tel.: +420 493 332 512; email: antonin.slaby@uhk.cz

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	<p><u>International Office – agreements</u> Ing. Veronika Měchurová tel.: +420 493 332 519; email: veronika.mechurova@uhk.cz</p> <p><u>Departmental International Office – incomings + outgoing teachers - Faculty of Education</u> Ing. Petra Nosková tel.: +420 493 331 141; email: petra.noskova@uhk.cz</p> <p><u>Departmental International Office – outgoing students - Faculty of Education</u> Mgr. Lucie Martinková tel.: +420 493 331 115; email: lucie.martinkova@uhk.cz</p>
Website (eg. of the course catalogue)	<p>http://www.uhk.cz/en-us/</p> <p>https://www.uhk.cz/International-students/Erasmus-and-Other-Exchange-Programmes-at-the-Unive/Faculty-of-Education.aspx</p>

B. Mobility numbers per academic year

For agreements 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.

Student Mobility for Studies						
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ² [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of students	Number of months [total number]
TR ISTANBU19	CZ HRADEC01	11	Education	1st	2	20
CZ HRADEC01	TR ISTANBU19	11	Education	1st	2	20
TR ISTANBU19	CZ HRADEC01	23	Languages	1 st	2	20
CZ HRADEC01	TR ISTANBU19	23	Languages	1 st	2	20

[Optional: study cycle.]

² education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

Staff Mobility for Teaching					
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ³ [ISCED]	Subject area name	Number of teachers	Number of days [total number]
TR ISTANBU19	CZ HRADEC01	11	Education	2	10
CZ HRADEC01	TR ISTANBU19	11	Education	2	10

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	B2
CZ HRADEC01		English	German/ Russian/ French	B1 (all)	B2

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

Information on infrastructure to welcome students and staff with disabilities:

CZ HRADEC01: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

³ education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 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>

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	15 June	15 November
CZ HRADEC01	31 May	30 November

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.
4. Termination of the agreement

No special regulations. 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide³. 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.]

TR ISTANBU19:

CZ HRADEC01: www.uhk.cz/studyAndExaminationRegulations (Article 15)

A grading scale is used to assess studies (numerical representation of verbal grading levels shown in parentheses): a) excellent (1), b) very good (2), c) satisfactory,(3), d) failed (4).

For more accurate evaluation of study and learning activities during the semester, a 100-point grading scale and the ECTS grading scale may be used, whereas the following applies:

points	grading	ECTS
100 to 90 points	excellent	A
89 to 70 points	very good	B (1.5), C (2)
69 to 50 points	satisfactory	D (2.5), E (3)
49 to 0 points	failed	F

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomings
CZ HRADEC01	Ing. Petra Nosková email: petra.noskova@uhk.cz tel.: +420 493 331 141	http://www.uhk.cz/en-us/studium/information-for-incoming-students/pre-arrival-information/Pages/default.aspx

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 [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts
CZ HRADEC01	Students from non-EU member states: ENS Buddy System HK: insurance@buddyhk.cz	Students from non-EU member states: http://files.buddyhk.cz/Health Insurance Info.pdf

4. Housing


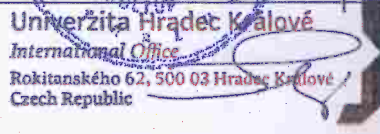
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomings
CZ HRADEC01	Ing. Petra Nosková petra.noskova@uhk.cz tel.: +420 493 331 141	http://www.uhk.cz/en-us/studium/studies-in-english/erasmus-and-other-exchange-programmes/faculty-of-education/Pages/default.aspx

		http://www.uhk.cz/en-us/studium/information-for-incoming-students/accommodation/Pages/default.aspx
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G. Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN Vice Rector and Head of International Relations	27.11.2014	
CZ HRADEC01	prof. RNDr. PhDr. Antonín Slabý, CSc. Erasmus Institutional Coordinator	25.11.2014	 Univerzita Hradec Králové International Office Rokitanského 62, 500 03 Hradec Králové Czech Republic

⁶ Scanned signatures are accepted