Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2015-2017/2018

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 Department Erasmus Code	Contact details (email, phone)	Website (eg. of the course catalogue)
Istanbul Kültür University **TR ISTANBU19**	**Burcu Atalay-Emre, M.A.** Erasmus Institutional Coordinator 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	http://www.iku.edu.tr/ENG
University of Milan **I MILANO01**	*Institutional Coordinator* Anna De Gaetano International Relations Office international.programmes@unimi.it *Administrative contact:* Letizia Canever letizia.canever@unimi.it Tel. 0039 02 50313506 Fax. 0039 02 50313503 *Departmental Coordinator:* Prof. Vincenzo Piuri Department of Computer Science vincenzo.piuri@unimi.it	http://www.unimi.it/ENG/courses/29521.htm

B. Mobility numbers per 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 period	
					Students Mobility for Studies	Student Mobility for Traineeships *
TR ISTANBU19	I MILANO01	481/061	Computer Science	1, 2, 3	2 students x 5 months (10 months)	--
I MILANO01	TR ISTANBU19	481/061	Computer Science	1, 2, 3	2 students x 5 months (10 months)	--

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 period	
				Staff Mobility for Teaching	Staff Mobility for Training *
TR ISTANBU19	I MILANO01	481/061	Computer Science	1 teachers X 1 month	--
I MILANO01	TR ISTANBU19	481/061	Computer Science	1 teachers X 1 month	--

C. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instructional level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19	Computer Science	English	English	B2	B2
I MILANO01	Computer Science	English	English	B1	B2

D. Additional requirements

Receiving institution [Erasmus code]	
TR ISTANBU19	TR ISTANBU 19 is able to receive students and staff with disabilities. This can be discussed before each nomination.
I MILANO01	http://www.unimi.it/ENG/student/29591.htm

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [September]	Spring term [February]
TR ISTANBU19	15th JUNE	15th NOVEMBER
I MILANO01	15TH JULY	15TH DECEMBER

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

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, but not later than 30 September 20XX of the Erasmus academic year (in effect as of 1 September 20XX -1. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines].

4. Termination of the agreement : 1st September of 2021
In case that one partner decides to terminate the agreement, all partners need to be notified by 1 September 20XX at the latest. The decision will 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

FOR TR ISTANBU19: http://www.iku.edu.tr/EN/ectsikuinfo.html#

FOR I MILANO01: www.unimi.it/studenti/llp/44215.htm (*Italian page*)

The University Educational Credits: degree courses are structured in University Educational Credits (crediti formativi universitari – CFU). A university credit corresponds to 25 hours of work per student, time for personal study included. The average annual workload of a full time student is conventionally fixed at 60 credits. 1 CFU credit equals 1 ECTS credit. To obtain the credits the student must pass the final exam Min. 18/30=sufficient grade Max 30/30= excellent grade.

ECTS credits: 1 academic year   = 60 credits / 1 semester= 30 credits / 1 term-trimester=20 credits

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	International Relations Office eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts

I MILANO01	International Relations Office Mobility.in@unimi.it 0039 02 50313507	http://www.unimi.it/ENG/student/29555.htm

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	International Relations Office eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts
I MILANO01	International Relations Office Mobility.in@unimi.it 0039 02 50313507	http://www.unimi.it/ENG/student/29555.htm

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	International Relations Office eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts
I MILANO01	International Relations Office Mobility.in@unimi.it 0039 02 50313507	http://www.unimi.it/ENG/student/29555.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and seal
Istanbul Kültür University TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations	13.04.15	
University of Milan I MILANO01	Prof. Gianluca Vago, Rector	2 3 MAR. 2015	