



## Erasmus+ Programme

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

### Inter-institutional agreement 2014/15-20/21 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	Universität Ulm	Istanbul Kültür Üniversitesi
Erasmus code	D ULM01	TR ISTANBU19
ECHE Number	29900-LA-1-2014-1-DE-E4AKA1-ECHE	220038-LA-1-2014-1-TR-E4AKA1-ECHE
Contact details (email, phone)	<p><b>Dr. Sabine Habermalz</b>            ERASMUS Institutional Coordinator            Albert-Einstein-Allee 5            D 89075 Ulm / Germany            Tel: ++49-731-50 22 0 46            Fax: ++49-731-50 22 0 46  <a href="mailto:sabine.habermalz@uni-ulm.de">sabine.habermalz@uni-ulm.de</a>  <a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a></p> <p><b>Prof. Dr. Werner Smolny</b>            Departmental Coordinator            Business/Economics  <a href="mailto:Werner.smolny@uni-ulm.de">Werner.smolny@uni-ulm.de</a></p> <p><b>Florian Hepperle</b>            Student Advisor Business/Economics  <a href="mailto:wivi-auslandsstudienberatung@uni-ulm.de">wivi-auslandsstudienberatung@uni-ulm.de</a></p>	<p><b>Burcu Atalay-Emre, M.A.</b>  <a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a>, <a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a>            European and International Center,            Ataköy Campus, D-100 Yanyol, Bakırköy,            34156, Istanbul.  <b>Agreements:</b> <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a>  <b>Outgoing:</b> <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a>  <b>Staff:</b> <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a>  <b>Incomings:</b> <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a></p>
Websites (eg. of the course catalogue)	<a href="http://www.uni-ulm.de">http://www.uni-ulm.de</a> <a href="http://www.uni-ulm.de/io/exchange.html">http://www.uni-ulm.de/io/exchange.html</a>	<a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a> <a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>

## 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 January in the preceding academic year.

FROM <small>[Erasmus code of the sending institution]</small>	TO <small>[Erasmus code of the receiving institution]</small>	Subject area code * <small>[ISCED]</small>	Subject area name *	Study cycle <small>[short cycle, 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>]</small> *	Number of student mobility periods  Student Mobility for Studies  <small>[total number of months of the study periods or average duration*]</small>
D ULM01	TR ISTANBU19	0412 0413	Finance Management & Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 (= 20 months total)
TR ISTANBU19	D ULM01			1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 12 (= 24 months total)
D ULM01	TR ISTANBU19	0311	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 (= 20 months total)
TR ISTANBU19	D ULM01			1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 12 (= 24 months total)

FROM <small>[Erasmus code of the sending institution]</small>	TO <small>[Erasmus code of the receiving institution]</small>	Subject area code * <small>[ISCED]</small>	Subject area name *	Number of staff mobility periods  Staff Mobility for Teaching  <small>[total number of days of teaching periods or average duration *]</small>
D ULM01	TR ISTANBU19	0412 0413	Finance Management & Administration	1 Person / 1 Week / min. 8 Hrs.
TR ISTANBU19	D ULM01			1 Person / 1 Week / min. 8 Hrs.
D ULM01	TR ISTANBU19	0311	Economics	1 Person / 1 Week / min. 8 Hrs.
TR ISTANBU19	D ULM01			1 Person / 1 Week / min. 8 Hrs.

### 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>1</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
D ULM01		German	English	German/English B1 (required) B2 (recommended)	German/English B2
TR ISTANBU19		Turkish	English	B2 (English)	N/A

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

#### D ULM01:

- All Bachelor programs and most Master programs are taught in German
- Some Master programs are taught in English:
  - Communications Technology (0714)
  - Advanced Materials (0538: 0533/0531/0714)
  - Finance (0418/0548: 0311/0413/0541)
  - Energy Science and Technology (0718: 0531/0533/0714)
  - Molecular Medicine (0518)
  - Biology (0511)
- In order to take courses from Master programs, students must have Master level, i.e. they must have completed a Bachelor degree or 3 years of study or 180 ECTS at the beginning of their ERASMUS period.
- Proof of German language proficiency not required from students who only want to do a Master thesis (even if teaching language is German). English B1/B2 sufficient.
- For more information on language issues see:  
<http://www.uni-ulm.de/en/international/exchange/lang.html>

#### TR ISTANBU19:

Our Department of Business Administration is in English. The courses can be found following this link: : [http://www.iku.edu.tr/EN/ects\\_bolum.php?m=1&p=91&f=3&r=0&ects=ders](http://www.iku.edu.tr/EN/ects_bolum.php?m=1&p=91&f=3&r=0&ects=ders)

### 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]

<sup>1</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>

### **1. General Remarks**

#### **D ULM01:**

- Students are expected to choose the majority of their courses in that subject area which is covered by the inter-institutional agreement. Students are allowed to choose an unlimited number of language courses (German and other languages).
- Decision of approval for courses in other subject areas or from different faculties may be delayed until the beginning of any given semester.
- Access to courses in Human Medicine (0912) and Molecular Medicine (0518) and Psychology (0313) is restricted to students who come on an agreement in that particular subject area.
- Students wishing to do lab work e.g. in chemistry and related subjects have to attend a safety briefing prior to the start of the lab. Approval may be denied or withdrawn if the performance of the student raises serious doubts that s/he will be able to follow or react to instructions due to poor linguistic competence and/or academic preparation in order to avoid hazards.

#### **TR ISTANBU19:**

Incoming Erasmus students may pick courses from whichever department of faculty they choose to, as long as their home University approves of the course chosen.

### **3. Students and Staff with Disabilities**

#### **D ULM01:**

In principle, Ulm University is open to accepting students or staff with disabilities, however, we do not yet have an overall infra-structure to accommodate all conceivable needs.

The student housing agency provides especially designed rooms for students with disabilities, however, availability is limited and cannot be guaranteed.

The main university building is mostly barrier-free (doors, elevators, bathrooms) and thus wheelchair accessible, while other university buildings are not. Thus, it depends very much on the type of disability a student may have and which subjects s/he is planning to study to evaluate potential problems and solutions on an individual basis.

Therefore, partners are advised to contact us well before the application deadline to ensure that all necessary arrangements can be made.

#### **TR ISTANBU19:**

is able to receive students and staff with disabilities. This can be discussed before each nomination.

## E. Calendar

Receiving Institution Erasmus code	D ULM01	TR ISTANBU19
<b>Nomination</b> <ul style="list-style-type: none"> <li>Fall Semester Deadline</li> <li>Spring Semester Deadline</li> <li>Contact</li> </ul>	Advance nomination not required.  erasmus@uni-ulm.de	
<b>Application</b> <ul style="list-style-type: none"> <li>Fall Semester Deadline</li> <li>Spring Semester Deadline</li> <li>Information</li> </ul>	Documents in hardcopy/post: <ul style="list-style-type: none"> <li>May 15<sup>th</sup></li> <li>November 15<sup>th</sup></li> </ul> <a href="http://www.uni-ulm.de/io/exchange/application.html">http://www.uni-ulm.de/io/exchange/application.html</a>	Application Deadline: June 15th Application Deadline: November 15 <sup>th</sup> eic-sts-in@iku.edu.tr
<b>Decision Response</b> <ul style="list-style-type: none"> <li>Fall Semester</li> <li>Spring Semester</li> </ul>	<ul style="list-style-type: none"> <li>June 30<sup>th</sup></li> <li>January 15th</li> </ul>	The receiving institution will send its decision within 3 weeks.
<b>Intensive German Language Course / Orientation</b> <ul style="list-style-type: none"> <li>Fall Semester</li> <li>Spring Semester</li> <li>Information:</li> </ul>	<ul style="list-style-type: none"> <li>Beginning of September until mid-October</li> <li>Beginning of March until mid-April</li> </ul> <a href="http://www.uni-ulm.de/io/exchange/orientation.html">http://www.uni-ulm.de/io/exchange/orientation.html</a>	None, but we do offer a Turkish course throughout the year (4ECTS credits)
<b>Lecture Period</b> <ul style="list-style-type: none"> <li>Fall Semester</li> <li>Spring Semester</li> <li>Information</li> </ul>	<ul style="list-style-type: none"> <li>Mid-October until mid-February</li> <li>~ Easter until mid-July/end of July</li> </ul> <a href="http://www.uni-ulm.de/io/exchange/datesdeadlines.html">http://www.uni-ulm.de/io/exchange/datesdeadlines.html</a>	September–until mid January February-June
<b>Exam Period</b>	<ul style="list-style-type: none"> <li>Last week during lecture period + the following three weeks after lecture period</li> <li>3 weeks before the beginning of the next semester lecture period + first week of next semester lecture period</li> </ul>	Usually end of December to January and Mid May to beginning of June
<b>Transcript of Records</b>	A Transcript of Records will be issued 5 weeks after the assessment period has finished at our institution. Please note that in many cases, exams are scheduled on an individual basis. In such cases, please allow for 5 weeks after the date of the last exam.	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.
<b>Termination of the agreement</b>	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

#### D ULM01:

<http://www.uni-ulm.de/io/exchange/exams-grades.html>

[http://www.uni-ulm.de/fileadmin/website\\_uni\\_ulm/io/INC\\_EXAMS\\_GRADES/UUlm\\_Grading\\_System.pdf](http://www.uni-ulm.de/fileadmin/website_uni_ulm/io/INC_EXAMS_GRADES/UUlm_Grading_System.pdf)

#### TR ISTANBU19:

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

### 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:

<u>Institution</u> [Erasmus code]	<u>Contact details</u> (email, phone)	<u>Website for information</u>
D ULM01	<a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a> <ul style="list-style-type: none"><li>• Dr. Sabine Habermalz +49-731-5022046</li><li>• Julia Vogt-Hochheimer +49-731-5022022</li><li>• Margit Kast +49-731-5022009</li></ul>	<a href="http://www.uni-ulm.de/io/exchange/accepted/visa.html">http://www.uni-ulm.de/io/exchange/accepted/visa.html</a>
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-visa">www.iku.edu.tr/eic-visa</a>

### 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:

<u>Institution</u> [Erasmus code]	<u>Contact details</u> (email, phone)	<u>Website for information</u>
D ULM01	<a href="mailto:erasmus@uni-ulm.de">erasmus@uni-ulm.de</a>	<a href="http://www.uni-ulm.de/io/exchange/accepted/insurance.html">http://www.uni-ulm.de/io/exchange/accepted/insurance.html</a>
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>



#### 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
D ULM01	• Margit Kast +49-731-5022009 <a href="mailto:margit.kast@uni-ulm.de">margit.kast@uni-ulm.de</a>	<a href="http://www.uni-ulm.de/io/exchange/housing.html">http://www.uni-ulm.de/io/exchange/housing.html</a>
TR ISTANBU19	<a href="mailto:eic-sts-ln@iku.edu.tr">eic-sts-ln@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature Stamp
D ULM01	Dr. Sabine Habermalz ERASMUS Institutional Coordinator	24/03/2014	 
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN Vice Rector and Head of International Relations	31-03-2014	