Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-21
between

Europa-Universität Viadrina, Frankfurt (Oder), Germany

and

Istanbul Kültür University, Turkey

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[2] (email, phone)	Website (eg. of the course catalogue)
Europa-Universität Viadrina Frankfurt (Oder)	D FRANKFU08	Torsten Glase (outgoing-wiwi@europa-uni.de, +49 335 5534 2486)	http://www.wiwi.europa-uni.de/de/studium/modulangebot/index.html
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.	

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

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

		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	

B. Mobility numbers[3] 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 [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 of the study periods or average duration *]	Student Mobility for Traineeships *
D FRANKFU08	TR ISTANBU19	340	Business Administration	1st	4 x 10 (= 40)	
TR ISTANBU19	D FRANKFU08	340	Business Administration	1st	4 x 10 (= 40)	

[*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 *
D FRANKFU08	TR ISTANBU19	340	Business Administration	1	TBD
TR ISTANBU19	D FRANKFU08	340	Business Administration	1	TBD

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[3] Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:*
http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D FRANKFU08		English	German	English or German B1 - B2	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.

D. Additional requirements

Students should:

- have finished their first year of Bachelor studies
- meet entry requirements for the selected courses

Other conditions may be stated in the bilateral agreement.

The Europa-Universität Viadrina has the infrastructure to welcome students and staff with disabilities.

TR ISTANBU 19 is able to receive students 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]
D FRANKFU08	October - February	April - July
TR ISTANBU19	Application Deadline: July 15th	Application Deadline: December 15th

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[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

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

2. The receiving institution will send its decision within 4 – 6 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.

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

Information on the ECTS-Grading system can be found here:
http://www.europa-uni.de/en/internationales/euvstudis/ects/index.html

Istanbul Kültür University
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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-visa

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
D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts

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 FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	http://www.europa-uni.de/en/internationales/internationals/praktinfos/wohnen.html Further on: http://www.studentenwerk-frankfurt.de/2011/
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
D FRANKFU08	Petra Weber Director Department of International Affairs	21.10.2013	
TR ISTANBU19	Sermin ÖRNEKTEKİN Vice- President Head of International Relations	03.01.2014	

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[5] Scanned signatures are accepted