



Erasmus+ Programme

Key Action 1



– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ 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 Incoming students: http://www.iku.edu.tr/EN/ects.php
Vorarlberg University of Applied Sciences, Austria (Fachhochschule Vorarlberg)	A DORNBIR 01	Contact person: Karin Wüstner-Dobler, MSc. Head International Office Hochschulstraße 1, 6850 Dornbirn, Austria Tel: +43 5572 792 1201 Fax: +43 5572 792 9502 Email: kwu@fhv.at Departmental Coordinators: http://www.fhv.at/fhv-studies/ects-information/ects-institutional-and-departmental-coordinators	Contact details International Office: http://www.fhv.at/fhv-studies/international/team-international-office Information for exchange students: http://www.fhv.at/fhv-studies/international/information-for-exchange-students

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.

B. Mobility numbers⁵ per academic year

[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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]
A DORNBIR 01	TR ISTANBU19	06	Information and Communication Technologies	1st	3 x 5 = 15
TR ISTANBU19	A DORNBIR 01	06	Computing	1st	3 x 5 = 15

[*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]	Total number of staff	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
A DORNBIR 01	TR ISTANBU19	06	1	Min. 8 hours of teaching	Min. 2 days
TR ISTANBU19	A DORNBIR 01	06	1	Min. 8 hours of teaching	Min. 2 days

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
A DORNBIR 01		German	English	German / English B2	German / English B2

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

A DORNBIR01: For more details on the language of instruction recommendations, see the course catalogue of each institution (<http://www.fhvy.at/fhv-studies/international/information-for-exchange-students/courses-english/courses-taught-in-english>).

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>) with at least 8 hours of teaching

⁶ 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-ccfr>

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.]

Erasmus code of the institution	
A DORNBIRO1	<p>Students and staff with disabilities: Infrastructure to welcome students and staff with disabilities is available at the university. In regards to accommodation we highly recommend to get in contact early enough for making sure that individual needs can get considered.</p> <p>Academic requirements: Please consider that it is important that students coming for an exchange semester do have the necessary prerequisites mentioned in the ECTS course descriptions of the individual courses: http://www.fhv.at/fhv-studies/ects-information/course-descriptions</p>
TR ISTANBU19	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
A DORNBIRO1	May, 31	November, 15

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

2. The receiving institution will send its decision within:

Erasmus code of the institution	
A DORNBIRO1	3 weeks
TR ISTANBU19	3 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.

Erasmus code of the institution	
A DORNBIRO1	5 weeks
TR ISTANBU19	5 weeks

4. Termination of the agreement

In the event of unilateral termination of the agreement, a notice of at least one academic year will be given to the partner institution. 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#>

Vorarlberg University of Applied Sciences

<http://www.fhv.at/fhv-studies/technology/software-information-engineering/course-details/examination-regulations-assessment-and-grading>

	Vorarlberg University of Applied Sciences	Istanbul Kültür University
WWW Course Catalogue	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/courses-english	http://www.iku.edu.tr/EN/ects.php
Housing ⁷	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/accommodation/accommodation	www.iku.edu.tr/eic-incomingsts
Contact details	Anja Sieghartsleitner Tel: +43 5572 792 1204 E-mail: sian@fhv.at	eic-sts-in@iku.edu.tr
WWW Visa Information ⁸	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/visa-and-conditions-of-residence/visa-conditions-of-residence	www.iku.edu.tr/eic-visa
Contact details	Sabine Stickel Tel: +43 5572 792 1200 E-mail: sts@fhv.at	eic-sts-in@iku.edu.tr
WWW Insurance Information ⁹	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/health-and-insurance	www.iku.edu.tr/eic-incomingsts
Contact details	Sabine Stickel Tel: +43 5572 792 1200 E-mail: sts@fhv.at	eic-sts-in@iku.edu.tr
ECTS Users' Guide ¹⁰		http://www.iku.edu.tr/EN/ectsikuinfo.html#

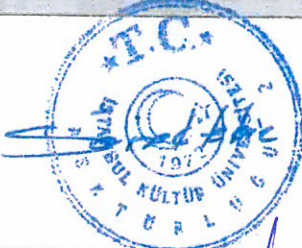
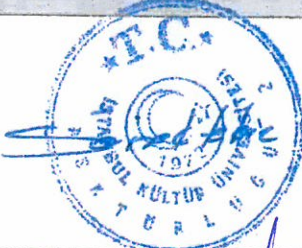
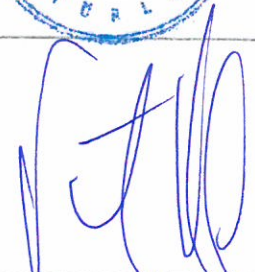

⁷ The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁸ 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.

⁹ 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.

¹⁰ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹¹
Istanbul Kultur University D-100 Yanyol Bakirkoy 34156 Istanbul Turkey TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice-President Head of International Relations	14.02.14	 
Vorarlberg University of Applied Sciences, Austria (Fachhochschule Vorarlberg GmbH) A DORNBIR 01	Mag. Stefan Fitz-Rankl Managing Director T +43 5572 792 2001 F +43 5572 792 9500 stefan.fitz-rankl@fhv.at	17.2.2014	 

¹¹ Scanned signatures are accepted