



**Erasmus+ Programme**  
**Key Action 1 – Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2014-2021**  
**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 [contact details]**

Between	University	Westfälische Wilhelms-Universität Münster		
	ERASMUS Code	D MUNSTER01		
	Department	Department of Political Science		
<b>Coordinator</b>				
Title and Name	Prof. Dr. Oliver Treib		Phone	+49 251 83-25318
Address	Scharnhorststraße 100		Fax	+49 251 83-29341
	D-48151 Münster		E-Mail	oliver.treib@uni-muenster.de
Website (eg. of the course catalogue)		<a href="http://www.uni-muenster.de/IfPol/international/Erasmus_Incoming.html">http://www.uni-muenster.de/IfPol/international/Erasmus_Incoming.html</a>		

and the	University	Istanbul Kültür Üniversitesi		
	ERASMUS Code	TR ISTANBU19		
	Department	Faculty of Economics and Administrative Sciences – Department of International Relation		
<b>Coordinator</b>				
Title and Name	Assist. Prof. Dr. Nazlı Çağın Bilgili		Phone	+90 212 498 4441
Address	Istanbul Kültür University, Ataköy Campus, Department of International Relations		Fax	
	D-100 Yanyol, Bakırköy 34156		E-Mail	c.bilgili@iku.edu.tr
Website (eg. of the course catalogue)		<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**

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>)

[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.]

Student Mobility – Mobility for Studies and Traineeships													
Subject Area Code ISCED*	Subject area name*	Country Code		Number of students mobility periods for									
		From	To	STUDIES				total number of months of the study periods or average duration*	TRAINEESHIPS				
				Number of persons x Number of month					Number of persons x Number of month				
				1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	short cycle		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	short cycle	
0312	Political sciences and civics	DE	TR	1x10	1x10	1x10	0	30					
0312	Political sciences and civics	TR	DE	1x10	1x10	1x10	0	30					

[\*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.]



Teaching Staff Mobility (STA)					
Subject Area Code ISCED*	Subject area name*	Country Code		Number of staff mobility periods for teaching staff (STA)	
		From	To	number of persons	total number of days of teaching periods or average duration
0312	Political sciences and civics	DE	TR	2	10
0312	Political sciences and civics	TR	DE	2	10

Staff Training Mobility (STT)				
Working field	Country Code		Number of staff mobility periods for staff training (STT)	
	From	To	number of persons	total number of days of teaching periods or average duration
To be confirmed by invitation	DE	TR	2	5
To be confirmed by invitation	TR	DE	2	5

### 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 Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MUNSTER 01		German	English	B1 minimum (B2 recommended)	B2
TR ISTANBU19		Turkish	English	B2	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. 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.]

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
D MUNSTER01	May 1 <sup>st</sup>	November 1 <sup>st</sup>
TR ISTANBU19	Application Deadline: July 15th	Application Deadline: December 15th

- The receiving institution will send its decision within 10 weeks.
- 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
- 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

- Grading systems of the institutions

Receiving institution [Erasmus code]	Grading system
D MUNSTER01	<a href="http://www.uni-muenster.de/imperia/md/content/www/auslandsam/pdf/incoming/erasmus/transcript_of_records_eu_2012.pdf">http://www.uni-muenster.de/imperia/md/content/www/auslandsam/pdf/incoming/erasmus/transcript_of_records_eu_2012.pdf</a>
TR ISTANBU19	<a href="http://www.iku.edu.tr/EN/ectsikuinfo.html#">http://www.iku.edu.tr/EN/ectsikuinfo.html#</a>

[It is recommended that 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.]



## 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 MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13</p> <p>Outbound students: Nina Karidio <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a> 0049 (0)251 832 26 01</p> <p>Incoming and outbound staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> 0049 (0)251 832 26 00</p>	<p><a href="http://www.uni-muenster.de/international/incoming/austausch/praktisches.html">http://www.uni-muenster.de/international/incoming/austausch/praktisches.html</a></p> <p><a href="http://www.uni-muenster.de/en/research/international_academics/formalities/index.html">http://www.uni-muenster.de/en/research/international_academics/formalities/index.html</a></p>
TR ISTANBU19	<p>Institutional Coordinator: Burcu Atalay-Emre, M.A. <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> Incomings: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Agreements: <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a> Outgoing: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Staff: <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a></p>	<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:

Institution (Erasmus code)	Contact details (email, phone)	Website for information
D MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a> 0049 (0)251 832 21 13</p> <p>Outbound students: Nina Karidio <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a> 0049 (0)251 832 26 01</p> <p>Incoming and outbound staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> 0049 (0)251 832 26 00</p>	<a href="http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health">http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health</a>
TR ISTANBU19	<p>Incomings: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Agreements: <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a> Outgoing: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Staff: <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a></p>	<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 MUNSTER01	<p>Incoming students: Exchange student service <a href="mailto:admin.ess@uni-muenster.de">admin.ess@uni-muenster.de</a></p>	<a href="http://www.uni-muenster.de/en/international_students/exchange/living/index.html">http://www.uni-muenster.de/en/international_students/exchange/living/index.html</a>



	0049 (0)251 832 21 13 Incoming staff: Maria Homeyer <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a> 0049 (0)251 832 26 00	<a href="http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html">http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html</a>
TR ISTANBU19	Incomings: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Agreements: <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a> Outgoing: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Staff: <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/eic-incomings">www.iku.edu.tr/eic-incomings</a>

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

Scanned signatures are accepted

Institution: Westfälische Wilhelms-Universität Münster

Institution: Istanbul Kültür University

Prof. Dr. Oliver Treib  
ERASMUS-Coordinator – Institut für Politikwissenschaft

Prof. Dr. Sermin Örnektekin  
Vice President

Signature :

Date:

*O. Treib*  
07. I. 2014



Signature :

Date:



(SEAL)

- Inter-institutional agreements can be signed by two or more higher education institutions
- Higher Education Institutions have to agree on the period of validity of this agreement
- Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
- Contact details to reach the senior officer in charge of this agreement and of its possible updates.

### Contact dates of International Office

International Office Schlossplatz 3 D-48149 Münster	European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul
Institutional Coordinator: KOHL, Dr. Anke Phone : 0049 (0) 251 832 22165 Fax : 0049 (0) 251 832 2226 E-Mail : <a href="mailto:international.office@uni-muenster.de">international.office@uni-muenster.de</a>	Institutional Coordinator: Burcu Atalay-Emre, M.A. Phone: 0090 (0) 212 498 4486 <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>
Student Mobility: KARIDIO, Nina Phone : 0049 (0) 251 832 26 01 Fax : 0049 (0) 251 832 14 13 E-Mail : <a href="mailto:Nina.Karidio@uni-muenster.de">Nina.Karidio@uni-muenster.de</a>	Incomings: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a> Outgoing: <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a>
Staff Mobility: HOMEYER, Maria Phone : 0049 (0) 251 832 26 00 Fax : 0049 (0) 251 832 22 26 E-Mail : <a href="mailto:Maria.Homeyer@uni-muenster.de">Maria.Homeyer@uni-muenster.de</a>	Staff: <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a>
Placement : ELSINGER, Ruth Career Service der WWU Schlossplatz 3 - D-48149 Münster Phone: 0049 (0) 251 833 22 86 Fax: 0049 (0) 251 833 00 74 <a href="mailto:Ruth.Elsinger@uni-muenster.de">Ruth.Elsinger@uni-muenster.de</a>	Agreements: <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a>