



Erasmus+ Programme

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

Inter-institutional agreement 2014-2016 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		 WESTFÄLISCHE WILHELMS UNIVERSITÄT MÜNSTER
	ERASMUS Code	D MUNSTER01		
	Department	Faculty of Law		
Coordinator				
Title and Name	Prof. Thomas Hoeren, Head of Civil Law Department Paulina Pesch, Departmental Erasmus Coordinator		Phone	0049 (0) 251 83 22227
Address	Institute for Information-, Telecommunication- and Media Law (Civil Law Department) Leonardo-Campus 9, D-48149 Muenster		Fax	0049 (0) 251 83 22226
			E-Mail	paulina.pesch@uni-muenster.de
Website (eg. of the course catalogue)		www.jura.uni-muenster.de		

and the	University	Istanbul KÜLTÜR Üniversitesi, Istanbul Kültür University		 ISTANBUL KÜLTÜR UNIVERSITY
	ERASMUS Code	TR ISTANBU19		
	Department	Faculty of Law		
Coordinator				
Title and Name	Burcu Atalay-Emre, Institutional Erasmus Coordinator		Phone	0090-212-498 4486
Address	European and International Center, Istanbul Kültür Üniversitesi, Ataköy Campus, D-100 Yanyol, 34156 Bakırköy, Istanbul- Turkey		Fax	
			E-Mail	b.atalay@iku.edu.tr
Website (eg. of the course catalogue)		www.iku.edu.tr/EN/index.php		

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					
Subject Area Code ISCED*	Subject area name*	Country Code		Number of students mobility periods for STUDIES	
		From	To	Number of persons x Number of month	total number of months of the study periods or average duration*
		Sending Institut.	Receiving Institut.		
380	Law	TR	DE	1x10	10
380	Law	DE	TR	1x10	10

[*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 weeks of teaching periods or average duration
		DE	TR	2	2
		TR	DE	2	2

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 weeks of teaching periods or average duration
To be confirmed by invitation	DE	TR	2	2
To be confirmed by invitation	TR	DE	2	2

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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level Student Mobility for Studies [Minimum recommended level: B1]	Mobility for Staff [Minimum recommended level: B2]
D MUNSTER01	German	English	B1	B2
TR ISTANBU19	Turkish	English	B1	B2

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 st	November 1 st
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	http://www.uni-muenster.de/imperia/md/content/www/auslandsamt/pdf/incoming/erasmus/transcript_of_records_eu_2012.pdf
TR ISTANBU19	http://www.iku.edu.tr/EN/ectsikuinfo.html#

[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	Incoming students: Exchange student service admin.ess@uni-muenster.de 0049 (0)251 83 22113 Outbound students: Nina Karidio Nina.Karidio@uni-muenster.de 0049 (0)251 83 22601	http://www.uni-muenster.de/international/incoming/austausch/praktisches.html
TR ISTANBU19	Agreements: agreements-eic@iku.edu.tr Outgoing Students: eic-sts-out@iku.edu.tr Staff Exchange: staffmobil-eic@iku.edu.tr Incoming Students: eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts 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 MUNSTER01	Incoming students: Exchange student service admin.ess@uni-muenster.de 0049 (0)251 83 22113 Outbound students: Nina Karidio Nina.Karidio@uni-muenster.de 0049 (0)251 83 22601	http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health
TR ISTANBU19	Incoming students: eic-sts-in@iku.edu.tr Outgoing students: eic-sts-out@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 MUNSTER01	Incoming students: Exchange student service admin.ess@uni-muenster.de 0049 (0)251 83 22113	http://www.uni-muenster.de/en/international_students/exchange/living/index.html
TR ISTANBU19	Incoming: eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Scanned signatures are accepted

Institution: Institute for Information-, Telecommunication and Media Law (ITM) – Civil Law Department

Name and function of representative:
Prof. Thomas Hoeren, Head of Civil Law Department

Signature :

Date:



Westfälische Wilhelms-Universität
Institut für Informations-, Telekommunikations- und Medienrecht (SEADM)
- Zivilrechtliche Abteilung -
Leonardo-Campus 9, Tel. 0251/83-38600
D-48149 Münster

Institution: Istanbul Kültür University

Name and function of representative:
Prof. Dr. Sermin Örnektekin, Vice Rector

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

Institutional Coordinator: KOHL, Dr. Anke
Phone : 0049 (0) 251 832 22165
Fax : 0049 (0) 251 83 22226
E-Mail : international.office@uni-muenster.de

Student Mobility: KARIDIO, Nina
Phone : 0049 (0) 251 83 22601
Fax : 0049 (0) 251 83 21413
E-Mail : Nina.Karidio@uni-muenster.de

Placement : ELSINGER, Ruth
Career Service der WWU
Schlossplatz 3 - D-48149 Münster
Phone: 0049 (0) 251 83 32286
Fax: 0049 (0) 251 833 00 74
Ruth.Elsinger@uni-muenster.de

Institutional Coordinator : Burcu Atalay-Emre
Phone: 0090-212-498 4486
E-mail: b.atalay@iku.edu.tr; eic@iku.edu.tr

Student Mobility Out and In :
E-mail : eic-sts-out@iku.edu.tr; eic-sts-in@iku.edu.tr

Agreements and Staff:
E-mail: staffmobil-eic@iku.edu.tr; agreements-eic@iku.edu.tr