



# Erasmus+ Programme

## Key Action 1



– Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
**Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>**  
between programme countries  
[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>Istanbul Kültür University</b>	TR ISTANBU19	<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>	<a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a>
<b>Zeppelin University</b>	D FRIEDRI01	<b>Silke Pfaller, MA MBA</b> Head of International Office Zeppelin University Am Seemooser Horn 20 88045 Friedrichshafen  Germany Phone +49 7541 6009 2040 <a href="mailto:silke.pfaller@zu.de">silke.pfaller@zu.de</a>  <b>Angela D. Kurtz</b> International Students Coordinator Phone +49 7541 6009 2041 <a href="mailto:angela.kurtz@zu.de">angela.kurtz@zu.de</a>	<a href="http://www.zu.de/global">www.zu.de/global</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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 FRIEDRI01	TR ISTANBU19	03, 04	Social Sciences; Business and Administration	1 <sup>st</sup>	3 x 10 = 30	
TR ISTANBU19	D FRIEDRI01	03, 04	Social Sciences; Business and Administration	1 <sup>st</sup>	3 x 10 = 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.]

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 FRIEDRI01	TR ISTANBU19	03, 04	Social Sciences; Business and Administration	3 x 1 week (5 days)	3 x 1 week (5 days)
TR ISTANBU19	D FRIEDRI01	03, 04	Social Sciences; Business and Administration	3 x 1 week (5 days)	3 x 1 week (5 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum re-commended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19		Turkish	English	B2 (English)	N/A
D FRIEDRI01		German	English	B2 German or English	B2 German or English

<sup>5</sup> 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>) with at least 8 hours of teaching

<sup>6</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>

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.]*

TR ISTANBU 19 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
D FRIEDRI01	Application Deadline: 1 June	Application Deadline: 1 November

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

- The receiving institution will send its decision within 2 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

### 1. Grading systems of the institutions

#### Istanbul Kültür University

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

#### D FRIEDRI01:

All assignments and examinations are generally to be graded as follows:

German Grade	German Definition	English Definition
1,0	ausgezeichnet	excellent
1,3	sehr gut	very good
1,7   2,0   2,3	gut	good
2,7   3,0   3,3	befriedigend	satisfactory
3,7   4,0	ausreichend	sufficient
4,3   4,7	nicht ausreichend	fail
5,0	nicht bestanden	fail

Additionally, if sufficient statistical data for the modules are available, relational ECTS grades can be granted according to the following table:

ECTS Grade	Percentage of students who as a rule pass the examination successfully
A	best 10 %
B	best 25 %
C	best 30 %
D	best 25 %
E	best 10 %
F	failed

	D FRIEDR101	Istanbul Kültür University
WWW for Incoming Students	<a href="http://www.zu.de">www.zu.de</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
WWW Course Catalogue	email to <a href="mailto:angela.kurtz@zu.de">angela.kurtz@zu.de</a>	<a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>
Housing <sup>7</sup>	<a href="http://www.seezeit.com/EN/index.html">www.seezeit.com/EN/index.html</a> <a href="http://www.housinganywhere.com">www.housinganywhere.com</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Contact details	email to <a href="mailto:angela.kurtz@zu.de">angela.kurtz@zu.de</a>	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>
WWW Visa Information <sup>8</sup>	<a href="http://www.auswaertiges-amt.de/EN/Startseite_node.html">www.auswaertiges-amt.de/EN/Startseite_node.html</a>	<a href="http://www.iku.edu.tr/eic-visa">www.iku.edu.tr/eic-visa</a>
Contact details		<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>
WWW Insurance Information <sup>9</sup>	<a href="http://www.mawista.com/en">www.mawista.com/en</a>	<a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>
Contact details	email to <a href="mailto:angela.kurtz@zu.de">angela.kurtz@zu.de</a>	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>
ECTS Users' Guide <sup>10</sup>	email to <a href="mailto:angela.kurtz@zu.de">angela.kurtz@zu.de</a>	<a href="http://www.iku.edu.tr/EN/ectsikuinfo.html#">http://www.iku.edu.tr/EN/ectsikuinfo.html#</a>

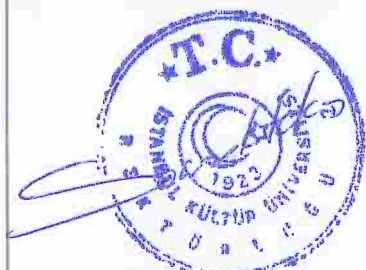

<sup>7</sup> The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>8</sup> 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.

<sup>9</sup> 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.

<sup>10</sup> 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 <sup>11</sup>
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations	25.05.2014	
D FRIEDRI01	Silke Pfaller  Head of Int'l Office	12/09/2014	

<sup>11</sup> Scanned signatures are accepted