**Erasmus+ Programme**

Key Action 1
- Mobility for learners and staff –

Higher Education Student and Staff Mobility

**Inter-institutional¹ agreement 2014-2021²**

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

<table>
<thead>
<tr>
<th>University</th>
<th>City</th>
<th>Contact details</th>
<th>Website</th>
</tr>
</thead>
</table>
| Università di Trieste | I TRIESTE | Administrative contacts:
- Riportazione Mobilità Internazionale
- Piazzale Europa, 1
- I-34127 Trieste
- Outgoing:
  - studenti.outgoing@unitn.it
- Incoming:
  - studenti.incoming@unitn.it
- Departmental Coordinator:
  - Prof. ssa Raffaella Cefalo
  - Tel. +39 040 5583578
  - Fax. +39 040 5583580
- Email: cefalo@dicar.unitn.it
- General Information:
  - http://www.units.it/interna/ba/it
  - Course catalog:
| Università di Trieste | I TRIESTE | General Information:
- http://www.units.it/interna/ba/it
- Course catalog:
| Istanbul Kültür University | TR ISTANBUL | Burcu Atalay-Emre, M.A.
- batalay@iku.edu.tr, sic@iku.edu.tr
- European and International Center,
  - Ataköy Campus, D-100 Yanyol,
  - Bakirköy, 34136, Istanbul
- Agreements:
  - agreements:
    - mc@iku.edu.tr
  - Outgoing:
    - sic-sta-out@iku.edu.tr
  - Staff:
    - staffmobilit-sic@iku.edu.tr
  - Incoming:
    - sic-sta-in@iku.edu.tr
| Istanbul Kültür University | TR ISTANBUL | General Information:
- www.iku.edu.tr/sic

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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 Changes 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 numbers 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Study Cycle</th>
<th>Number of Student Mobility Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIESTE01</td>
<td>ISTANBU19</td>
<td>582</td>
<td>Building and Civil Engineering</td>
<td>1st, 2nd, 3rd</td>
<td>2 x 6 months</td>
</tr>
<tr>
<td>ISTANBU19</td>
<td>TRIESTE01</td>
<td>582</td>
<td>Building and Civil Engineering</td>
<td>1st, 2nd, 3rd</td>
<td>2 x 6 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject Code</th>
<th>Subject Name</th>
<th>Number of Student Mobility Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRIESTE01</td>
<td>ISTANBU19</td>
<td>582</td>
<td>Building and Civil Engineering</td>
<td>2</td>
</tr>
<tr>
<td>ISTANBU19</td>
<td>TRIESTE01</td>
<td>582</td>
<td>Building and Civil Engineering</td>
<td>2 x 1 week</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Receiving Institution</th>
<th>Optional Subject area</th>
<th>Language of Instruction 1</th>
<th>Language of Instruction 2</th>
<th>Recommended Language of Instruction level*</th>
<th>Student Mobility for Studies</th>
<th>Staff Mobility for Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITRIESTE01</td>
<td></td>
<td>Italian</td>
<td>B1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR ISTANBU19</td>
<td></td>
<td>Turkish</td>
<td>English</td>
<td>B2 (English)</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

University of Trieste

ITRIESTE01: Integration of mobile students: Welcome Days, tutoring, Italian Lessons. Selections are made by fixed criteria: http://www.units.it/Internazionali

Disabled students: http://www2.units.it/disabili/

(Partner Institution data)

TR ISTANBU 19 is able to receive students and staff with disabilities. This can be discussed before each nomination.

Administrative contact to which Transcript of Record and Attendance certificate have to be sent

<table>
<thead>
<tr>
<th>Name of the Institution</th>
<th>Partner code</th>
<th>Contact details for Transcript of Records and attendance certificate* (email/phone)</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Università di Trieste</td>
<td>ITRIESTE01</td>
<td>Ripartizione Mobilità Internazionale: Piazzale Europa, 1, I-34127 Trieste; <a href="mailto:studenti.internazionali@unitn.it">studenti.internazionali@unitn.it</a></td>
<td><a href="http://www2.units.it/internazionali/">http://www2.units.it/internazionali/</a></td>
</tr>
<tr>
<td>Istanbul Kültür University</td>
<td>TR ISTANBU19</td>
<td><a href="mailto:info@kub.edu.tr">info@kub.edu.tr</a></td>
<td><a href="http://www2.units.it/internazionali/">http://www2.units.it/internazionali/</a></td>
</tr>
</tbody>
</table>

*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/education/training/common-language-standards-2001.html

**Contact details to send for and attendance certificate for outgoing students.
F. Calendar

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

<table>
<thead>
<tr>
<th>Receiving Institution</th>
<th>Autumn Term</th>
<th>Winter Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>T. TRENTO</td>
<td>May to be confirmed by official mail year by year</td>
<td>November to be confirmed by official mail year by year</td>
</tr>
<tr>
<td>TR. ISTANBUL</td>
<td>Application Deadline: June 15th</td>
<td>Application Deadline: November 15th</td>
</tr>
</tbody>
</table>

2. University of Trieste and Istanbul Kültür University

The receiving institution will send its decision within 4 weeks from nomination deadline. The University of Trieste will send its acceptance by email directly to the students.

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

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it will only take effect as of 1 September 20XX+1. 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

University of Trieste: web page link: http://www.units.it/internazionalita/h/policy/

Istanbul Kültür University: http://www.ik.edu.tr/EN/eksiikinli.html

University of Trieste

Erasmus Student Network

<table>
<thead>
<tr>
<th>Institution</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR. TRENTO</td>
<td>ESN service: Piazza Europa, 1 34127 Trieste <a href="mailto:info@esntrieste.it">info@esntrieste.it</a></td>
<td><a href="http://www.esntrieste.it">http://www.esntrieste.it</a></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>University of Trieste</th>
<th>Istanbul Kültür University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institution</td>
<td>Name, Function</td>
</tr>
<tr>
<td>-------------</td>
<td>---------------</td>
</tr>
<tr>
<td>TR ISTANBUL</td>
<td>Prof. Dr. Sermin ÖRENKTEKIN, Vice-Rector Head of International Relations</td>
</tr>
<tr>
<td>IT TRIESTE1</td>
<td>Prof. Maurizia Formaggio-Rector</td>
</tr>
</tbody>
</table>

1. The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.
2. The sending and receiving institutions will provide assistance, when needed, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.
3. 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.
4. 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.
5. Scanned signatures are accepted.