Erasmus+ Programme

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

Inter-institutional\(^1\) agreement 2014-21
between
Europa-Universität Viadrina, Frankfurt (Oder), Germany
and
İstanbul Kültür University, Turkey

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>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^2) (email, phone)</th>
<th>Website</th>
</tr>
</thead>
</table>
| Europa-Universität Viadrina Frankfurt (Oder)            | D FRANKFU08  | Petra Weber
Director Department of International Affairs
Head-office@europa-uni.de
Torsten Glase
Erasmus Departmental Coordinator Faculty of | [http://www.wiwi.europa-uni.de/de/studium/modulangebot/index.html](http://www.wiwi.europa-uni.de/de/studium/modulangebot/index.html) |

\(^1\) Inter-institutional agreements can be signed by two or more higher education Institutions

\(^2\) Contact details to reach the senior officer in charge of this agreement and of its possible updates.
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
<th>Student Mobility for Studies</th>
<th>Student Mobility for Traineeships</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>TR ISTANBU19</td>
<td>041</td>
<td>Economics</td>
<td>1st</td>
<td>4 x 10 (= 40)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>031</td>
<td>International Relations</td>
<td>1st</td>
<td>2 x 5 (= 10)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>042</td>
<td>Law</td>
<td></td>
<td>2 x 10 (= 20)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR ISTANBU19</td>
<td>D FRANKFU08</td>
<td>041</td>
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</tr>
<tr>
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<td>042</td>
<td>Law</td>
<td></td>
<td>2 x 10 (= 20)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Mobility numbers\(^3\) 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.

\(^3\)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)
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.

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code * [ISCED]</th>
<th>Subject area name *</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>TR ISTANBU19</td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching</td>
</tr>
<tr>
<td>TR ISTANBU19</td>
<td>D FRANKFU08</td>
<td></td>
<td></td>
<td>Staff Mobility for Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>[total number of teaching periods or average duration *]</td>
<td>TBD</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 [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level4</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td></td>
<td>English</td>
<td>German</td>
<td>Student Mobility for Studies [Minimum recommended level: B1]</td>
</tr>
<tr>
<td>TR ISTANBU19</td>
<td></td>
<td>Turkish</td>
<td>English</td>
<td>B2 (English)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching [Minimum recommended level: B2]</td>
</tr>
</tbody>
</table>

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

D. Additional requirements

Students should:

- have finished their first year of Bachelor studies
- meet entry requirements for the selected courses

Other conditions may be stated in the bilateral agreement.

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4 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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
The Europa-Universität Viadrina has the infrastructure to welcome students and staff with disabilities.

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

**E. Calendar**

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

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>October - February</td>
<td>April - July</td>
</tr>
<tr>
<td>TR ISTANBU19</td>
<td>Application Deadline: July 15th</td>
<td>Application Deadline: December 15th</td>
</tr>
</tbody>
</table>

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

2. The receiving institution will send its decision within 4 – 6 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.

4. 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**

   Information on the ECTS-Grading system can be found here:

   **İstanbul Kültür University**

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 FRANKFU08 | Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de | [http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html](http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html)
TR ISTANBU19 | eic-sts-in@iku.edu.tr | [www.iku.edu.tr/eic-visa](http://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 FRANKFU08 | Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de | [http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html](http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html)
TR ISTANBU19 | eic-sts-in@iku.edu.tr | [www.iku.edu.tr/eic-incomingsts](http://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 FRANKFU08 | Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de | [http://www.europa-uni.de/en/internationales/internationals/praktinfos/wohnen.html](http://www.europa-uni.de/en/internationales/internationals/praktinfos/wohnen.html)
### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature(^5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>D FRANKFU08</td>
<td>Petra Weber</td>
<td>15.05.2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director Department of International Affairs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TR ISTANBU19</td>
<td>Sermin ÖRNEKTEKİN</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vice-President Head of International Relations</td>
<td>3.06.2014</td>
<td></td>
</tr>
</tbody>
</table>

\(^5\) Scanned signatures are accepted