



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Istanbul Kültür University	TR ISTANBU 19	Burcu Atalay-Emre, M.A. b.atalay@iku.edu.tr , eic@iku.edu.tr European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul. Agreements: agreements-eic@iku.edu.tr Outgoing: eic-sts-out@iku.edu.tr Staff: staffmobil-eic@iku.edu.tr Incomings: eic-sts-in@iku.edu.tr	http://www.iku.edu.tr/EN/index.php
Universitat Politècnica de Catalunya (UPC-BarcelonaTech)	E BARCELO03	Deputy Director for International Relations: Prof. Jasmina CASALS C. Colom, 11. 08222-Terrassa (Barcelona) Spain.	www.etseiat.upc.edu

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 Clauses 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.

Escola Tècnica Superior d'Enginyeries Industrial i Aeronàutica de Terrassa (ETSEIAT)		Tel. +34 93 7398989 Fax. +34 93 7398784/8101 E-mail: mobilitat.etseiat@upc.edu Erasmus + Agreement's Officer: Pilar Serrano E-mail: int.relations.etseiat@upc.edu	
--	--	--	--

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU 19	E BARCELO03	071	Electronic Engineering; Management Engineering; Aircraft Electrics and Electronics	Short cycle	2 x 10 = 20	
E BARCELO03	TR ISTANBU 19	071	Electronic Engineering; Management Engineering; Aircraft Electrics and Electronics	1 st	2 x 10 = 20	

[*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.

⁵ 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>)

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
TR ISTANBU 19	E BARCELO03	071	Engineering and engineering trades	To be determined	To be determined
E BARCELO03	TR ISTANBU 19	071	Engineering and engineering trades	To be determined	To be determined

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
[Erasmus code]				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU 19		Turkish	English	B2 (English)	N/A
E BARCELO03		Catalan/Spanish	English *		

* For more details on the language of instruction recommendations, see <http://www.etseiat.upc.edu/education/studies-etseiat>

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]

⁶ 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>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.

UPC: UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.

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:

	Autumn term [month]	Spring term [month]
TR ISTANBU 19	Application Deadline: June 15th	Application Deadline: November 15th
E BARCELO03	from the 1st of April to the 15th of June	from the 1st of October to the 15th of December

2. The receiving institution will send its decision

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
TR ISTANBU 19	In 2 weeks	In 2 weeks
E BARCELO03	In 2 weeks	In 2 weeks

3. A Transcript of Records will be issued by the receiving institution

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
TR ISTANBU 19	No later than 4 weeks (exams period finishes)	No later than 4 weeks (exams period finishes)
E BARCELO03	No later than 4 weeks (exams period finishes)	No later than 4 weeks (exams period finishes)

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

UPC:

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

TR ISTANBU 19: <http://www.iku.edu.tr/EN/ectsikuinfo.html#>

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
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-visa
E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students

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:

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts
E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students In concrete, for insurance: https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance



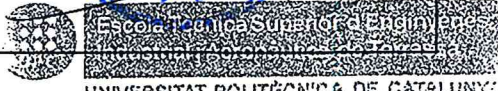
4. Housing

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
TR ISTANBU19	eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic-incomingsts
E BARCELO03	Students going to ETSEIAT (UPC) (Terrassa Campus): mobilitat@ct.upc.edu telephone: (+34)-739 86 08 / 81 32 Central Office: International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	http://www.upc.edu/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice Rector and Head of International Relations	02.05.14	
E BARCELO03	Prof. Jasmina CASALS Deputy Director for International Relations	02/05/14	 

⁸ Scanned signatures are accepted