



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<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 (eg. of the course catalogue)
<b>Haute Ecole Francisco Ferrer</b>  Rue de la Fontaine 4 B-1000 BRUSSELS BELGIUM	B BRUXEL83	<b>International Relations Office</b> <b>Fax: +32.2.279.58.29</b> <i>Mariam BOUSTANI</i> Tel : +32.2.279.58.25 E-mail : <a href="mailto:mariam.boustani@he-ferrer.eu">mariam.boustani@he-ferrer.eu</a>  <i>Elisabeth PLARD - Institutional Coordinator</i> Tel: +32.2.279.57.67 E-mail: <a href="mailto:Elisabeth.PLARD@he-ferrer.eu">Elisabeth.PLARD@he-ferrer.eu</a>	<a href="http://www.he-ferrer.eu">www.he-ferrer.eu</a>  <a href="http://www.he-ferrer.eu/etudiants-entrants">www.he-ferrer.eu/etudiants-entrants</a>
<b>ISTANBUL GELIŞİM UNIVERSITY</b>  Dolum Tesisleri yolu, Sht. Pyd. Er. Murat Şengöz Sk. N°8 Avcılar/Istanbul	TR ISTANBU32	<b>International Relations Office</b> <b>Fax: +90.21.24.22.06.71.</b> <b>Irmak Olcay</b> Tel : + 90.2124220670.  E-mail : <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</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

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*
B BRUXEL83	TR ISTANBU32	03.5	Fashion, Textile	1 <sup>st</sup>	4X5 months	
TR ISTANBU32	B BRUXEL83	03.5	Fashion, Textile	1 <sup>st</sup>	4X5 months	

\*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.

\*\* The terms of the traineeship will be described in a traineeship contract.

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*
B BRUXEL83	TR ISTANBU32	03.5	Fashion, Textile	1X10 days	1X10 days
TR ISTANBU32	B BRUXEL83	03.5	Fashion, Textile	1X10 days	1X10 days

<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>)

### 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 instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B BRUXEL83	TR ISTANBU32	French		A2	B2
TR ISTANBU32	B BRUXEL83				

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

- No modification to the student's learning agreement will be allowed more than one month after the beginning of the semester or the module.
- Should the student fail an examination, he/she will be given the opportunity to sit a second-session examination; in case this is not feasible, a questionnaire will be sent to the home institution who will make the necessary arrangements for the organization of the examination.

One of the HEFF's buildings is equipped with infrastructure (lifts) to welcome disabled students and staff.

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B BRUXEL83	May 30 <sup>th</sup>	November 30 <sup>th</sup>
TR ISTANBU32	June 20 <sup>th</sup>	September 20 <sup>th</sup>

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

<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>

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

**B Bruxel83:**

Transcript of Records should be sent:

- before May for first semester's mobility,
- before August for second semester's mobility.

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**

**B BRUXEL83 :**

The overall classifications of the qualification and each course unit are expressed through a mark on a numerical scale from 0 to 20. In order to "Pass" a course unit the student must obtain a mark not under 10.

**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
B BRUXEL83	<p><i>Elisabeth PLARD - Institutional Coordinator</i> Tel: +32.2.279.57.67 E-mail: <a href="mailto:heff.europe@he-ferrer.eu">heff.europe@he-ferrer.eu</a></p> <p><i>Mariem BOUSTANI</i> Tel : +32.2.279.58.25 E-mail : <a href="mailto:mariem.boustani@he-ferrer.eu">mariem.boustani@he-ferrer.eu</a></p>	<p><a href="http://www.he-ferrer.eu/etudiants-entrants">www.he-ferrer.eu/etudiants-entrants</a></p>
TR ISTANBU32	Irmak Olcay	<a href="http://www.gelisim.edu.tr">www.gelisim.edu.tr</a>

	<a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a>	
	+902124227000	

### 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
B BRUXEL83	<i>Elisabeth PLARD - Institutional Coordinator</i> Tel: +32.2.279.57.67 E-mail: <a href="mailto:heff.europe@he-ferrer.eu">heff.europe@he-ferrer.eu</a>  <i>Mariem BOUSTANI</i> Tel : +32.2.279.58.25 E-mail : <a href="mailto:mariem.boustani@he-ferrer.eu">mariem.boustani@he-ferrer.eu</a>	<a href="http://www.he-ferrer.eu /etudiants-entrants">www.he-ferrer.eu /etudiants-entrants</a>
TR ISTANBU32	Irmak Olcay <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a>  +902124227000	<a href="http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html</a>

### 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
B BRUXEL83	<i>Elisabeth PLARD - Institutional Coordinator</i> Tel: +32.2.279.57.67 E-mail: <a href="mailto:heff.europe@he-ferrer.eu">heff.europe@he-ferrer.eu</a>  <i>Mariem BOUSTANI</i> Tel : +32.2.279.58.25 E-mail : <a href="mailto:mariem.boustani@he-ferrer.eu">mariem.boustani@he-ferrer.eu</a>	<a href="http://www.he-ferrer.eu /etudiants-entrants">www.he-ferrer.eu /etudiants-entrants</a>
TR ISTANBU32	Irmak Olcay <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html</a>



**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
B BRUXEL83			
TR ISTANBU32	Prof.Dr.Ilhamı Colak Vice Rector	21.01.16	

<sup>7</sup> Scanned signatures are accepted