



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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
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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 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.

<p>Istanbul Gelişim University</p>	<p>TR ISTANBU32</p>	<p>Erasmus Institutional Coordinator, Vice Rector for International Relations Prof. Dr. H. Murat Özler dio@gelisim.edu.tr</p> <p>Erasmus Institutional Coordinator: D. Taylan Uysal dtuysal@gelisim.edu.tr</p> <p>Erasmus Specialist Gizem Güray gguray@gelisim.edu.tr</p> <p>Address: Şht. Piyade Onb. Murat Şengöz Sk. No:8 PK: 34315 Avcılar/ISTANBUL Turkey</p> <p>Phone: +90 212 422 70 20 / 249</p>	<p>http://dio.gelisim.edu.tr/Anasayfa-eng-.html</p>
<p>Private College of Economic Studies Znojmo Ltd.</p>	<p>CZ ZNOJMO01</p>	<p>Erasmus Institutional Coordinator, Vice Rector for International Relations PhDr. Júlia Nielsen nielsen@svse.cz</p> <p>Erasmus Coordinator for Students: Bc. Jana Mlynáriková mlynarikova.jana@svse.cz</p> <p>Erasmus Coordinator for Teachers and Staff: Ing. Vera Plhonova, Ph.D. plhonova@svse.cz</p> <p>Address: Loucká 656/21 CZ – 669 02 ZNOJMO Czech republic</p> <p>Phone: +420 515 221 761</p>	<p>Courses in English: http://www.svse.cz/international_relations-erasmus_programme-incoming_students</p> <p>Courses in Czech: http://www.svse.cz/studium-studijni_obory_studijnih_o_programu_ekonomika_a_management</p>

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 ISTANBU32	CZ ZNOJMO01	041	Business and Administration	1 st	10	0
CZ ZNOJMO01	TR ISTANBU32	041	Business and Administration	1 st	10	0

[*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 *
TR ISTANBU32	CZ ZNOJMO01	041	Business and Administration	2	1
CZ ZNOJMO01	TR ISTANBU32	041	Business and Administration	2	1

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>)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU32	041	Turkish	English for 8 programs and courses for exchange students	English B1	English B2
CZ ZNOJMO01	041	English	Czech	A2 level of Czech for classes taught in Czech; B1 level of English for classes taught in English.	English B2

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.]

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>

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 ISTANBU32	1 st July	30 th November
CZ ZNOJMO01	30 th June – nominations (without visa requirement) 31 st May - nominations (with visa requirement) 15 th August – application documents	30 th November – nominations (without visa requirement) 31 st October - nominations (with visa requirement) 20 th December – application documents

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

- CZ ZNOJMO01:** The receiving institution will send its decision within 2 weeks after having received the Application Form.
- CZ ZNOJMO01:** The 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.
- 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.]

CZ ZNOJMO01 see attachment at http://www.svse.cz/international_relations-erasmus_programme-incoming_students

TR ISTANBU32 <http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.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 ISTANBU32	Erasmus Institutional Coordinator: D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html
CZ ZNOJMO01	Erasmus Coordinator for Students: Jana Mlynáriková mlynarikova.jana@svse.cz Address: Loucká 656/21 CZ – 669 02 ZNOJMO Czech republic Phone: +420 515 221 761	http://www.svse.cz/international_relations-erasmus_programme-incoming_students

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

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
TR ISTANBU32	Erasmus Institutional Coordinator: D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html
CZ ZNOJMO01	Jana Mlynáriková All Incomings mlynarikova.jana@svse.cz Phone: +420 515 221 761	http://www.svse.cz/international_relations-erasmus_programme-incoming_students


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 ISTANBU32	Erasmus Institutional Coordinator: D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html
CZ ZNOJMO01	Lena Malačka All Incomings malacka.lena@svse.cz Phone: +420 515 224 891	http://www.svse.cz/international_relations-erasmus_programme-incoming_students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR ISTANBU32	Prof. Dr. H. Murat Özler Vice Rector for International Relations	16.01.2014	
CZ ZNOJMO01	PhDr. Júlia Nielsen Vice Rector for International Relations Institutional Coordinator		

⁸ Scanned signatures are accepted

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TR ISTANBU32	Prof. Dr. H. Murat Özler Vice Rector for International Relations	16.01.2014	
CZ ZNOJMO01	PhDr. Júlia Nielsen Vice Rector for International Relations Institutional Coordinator		 SOUKROMÁ VYSOKÁ ŠKOLA EKONOMICKÁ ZNOJMO s.r.o. LOUCKÁ 656/21, 660 02 ZNOJMO IČO: 26968631, DIČ: CZ26968631

⁸ Scanned signatures are accepted