



# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2016/2017-2020/2021<sup>2</sup> between programme countries

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

	Hochschule Aalen (Aalen University) D AALEN 01	Gelişim University (İstanbul Gelişim Üniversitesi) TR ISTANBU32
Institutional Coordinator	Mr Pascal Cromm, Director International Relations & Erasmus Coordinator  Aalen University Beethovenstr. 1 D-73430 Aalen, GERMANY Email: <a href="mailto:pascal.cromm@hs-aalen.de">pascal.cromm@hs-aalen.de</a> Tel: + 49 7361 576 - 1700; Fax: + 49 7361 576 - 1709	Prof. Dr. İlhami Colak Erasmus Coordinator Vice Rector  <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a> CİHANGİR Mah. Şehit Piyade Onbaşı Murat Şengöz sk.No :8 Avcılar/İstanbul, TURKEY
Department Coordinator	Prof. Dr. jur. Jürgen Strauß  Aalen University Beethovenstr. 1 D-73430 Aalen, GERMANY Email: <a href="mailto:juergen.strauss@hs-aalen.de">juergen.strauss@hs-aalen.de</a> Tel: + 49 7361 91490-13	Prof. Dr. Orhan İŞCAN Principal (School of Applied Sciences)  CİHANGİR Mah. Şehit Piyade Onbaşı Murat Şengöz sk.No :8 Avcılar/İstanbul, TURKEY Email: <a href="mailto:oiscan@gelisim.edu.tr">oiscan@gelisim.edu.tr</a> Tel:
Website	<a href="http://www.hs-aalen.de">www.hs-aalen.de</a> <a href="http://www.hs-aalen.de/international">www.hs-aalen.de/international</a>	<a href="http://www.gelisim.edu.tr">www.gelisim.edu.tr</a> <a href="http://dlo.gelisim.edu.tr/Anasayfa-2-Ingilizce-.html">dlo.gelisim.edu.tr/Anasayfa-2-Ingilizce-.html</a> <a href="http://gelisim.edu.tr/beige/catalogue.pdf">gelisim.edu.tr/beige/catalogue.pdf</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

## B. Mobility numbers<sup>3</sup> 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	TO	Subject area code*	Subject area name*	Study cycle	Student Mobility for Studies	Student Mobility for Traineeships
TR ISTANBU32	D AALEN01	041	Business	1,2	2 students x 10 months	-
D AALEN01	TR ISTANBU32	041	Business	1,2	2 students x 10 months	-

[\*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	TO	Subject area code*	Subject area name*	Staff Mobility for Teaching	Staff Mobility for Training
TR ISTANBU32	D AALEN01	041	Business	2 weeks/10 hours	-
D AALEN01	TR ISTANBU32	041	Business	2 weeks/10 hours	-

## 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>4</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
TR ISTANBU32		English	Turkish	B2 English	B2 English
D AALEN01		English	German	B2 English B1 German (B2 will be reached after intensive course at start of semester)	B2 English

<sup>3</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>)

<sup>4</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>

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.]

### **TR ISTANBU01:**

In case you need more detailed information, please contact the International Exchange Office.

Students: [erasmusofisi@gelism.edu.tr](mailto:erasmusofisi@gelism.edu.tr)

Teachers: [erasmusofisi@gelism.edu.tr](mailto:erasmusofisi@gelism.edu.tr)

### **D AALEN01:**

Selection /preparation / integration of mobile students and staff will be carried out in accordance with the principles of the Erasmus University Charter 2014-2019. Students and staff with disabilities will be accepted and assisted. Buddy system and orientation day for incoming students are offered every semester.

## 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	15 <sup>th</sup> August Fall semester: Sep -> Feb	15 November Spring semester: Feb -> July
D AALEN01	1 <sup>st</sup> April Winter semester: 1. Sep -> 28. Feb (6 Mo.)	1 <sup>st</sup> November Summer Semester: 1. Mar -> 31. Aug (6 Mo.)

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

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
4. Termination of the agreement

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.

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' guide<sup>5</sup>. 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.

#### TR ISTANBU32

ECTS	İGÜ	
A	AA	90-100
B	BA	85-89
C	BB	75-84
D	CB	65-74
E	CC	60-64
FX	DC-DD	45-59
F	FD-FF	00-44

#### D AALEN01

ECTS Grades	A			B		C			D	E		FX	F	
Aalen Grades	-	1.0	1.3	1.7	2.0	2.3	2.7	3.0	3.3	3.7	4.0	4.3	4.7	5.0
Explanation	Very good			Good		Satisfactory			Sufficient		Fail			

### 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	erasmusofisi@gelisim.edu.tr	<a href="http://dio.gelisim.edu.tr/">http://dio.gelisim.edu.tr/</a>
D AALEN01	<a href="mailto:Antje.Discher@hs-aalen.de">Antje.Discher@hs-aalen.de</a>	<a href="http://www.hs-aalen.de/international">www.hs-aalen.de/international</a>

### 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	Irmak Olcay <a href="mailto:erasmusofisi@gelism.edu.tr">erasmusofisi@gelism.edu.tr</a> +90 21 2422 7000 ext. 260	<a href="http://dio.gelism.edu.tr/Anasayfa-2-ingilizce-.html">http://dio.gelism.edu.tr/Anasayfa-2-ingilizce-.html</a>
D AALEN01	<a href="mailto:Antje.Discher@hs-aalen.de">Antje.Discher@hs-aalen.de</a>	<a href="http://www.hs-aalen.de/international">www.hs-aalen.de/international</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
TR ISTANBU32	Irmak Olcay <a href="mailto:erasmusofisi@gelism.edu.tr">erasmusofisi@gelism.edu.tr</a> +90 21 2422 7000 ext. 260	<a href="http://dio.gelism.edu.tr/Altmenu-2-2-accomodation-.html">http://dio.gelism.edu.tr/Altmenu-2-2-accomodation-.html</a>
D AALEN01	<a href="mailto:Antje.Discher@hs-aalen.de">Antje.Discher@hs-aalen.de</a>	<a href="http://www.hs-aalen.de/international">www.hs-aalen.de/international</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
TR ISTANBU32	Prof.Dr.Ilhami Colak Vice Rector	08.07.2016	
D AALEN01	Pascal Cromm Director, International Relations Office	08.07.2016	

<sup>6</sup>Scanned signatures are accepted

Posta

Diğer

4 / 1

E-POSTA YAZ

Erasmus + Staff Training Gelen Kutusu x

Gelen Kutusu (164)

Yıldızlı

Gönderilmiş Postalar

Taslaklar (31)

Diğer



Kişi ara

SERKAN DERİCİ

2016uik

begüm otağ

ekilic89

hakrı atalay

IRMAK OLCAY

mustafa çevik

RECEP BAKI DE

Sercan KÜLE

Ulvi GÜN

Emine KILIÇ

14 Tem (5 gün önce) ☆

Dear Colleague, i am a research assistant at Gelişim University School of App...

Erasmus.Coordinator@esg.ipsantarem.pt &lt;Erasmus.Coordinator@esg.ipsantarem.pt&gt;

15:28 (23 saat önce) ☆

Alıcı: Teresa, bana

İngilizce

Türkçe

İletiyi çevir

İngilizce için kapat

Dear Emine KILIÇ,

It will be a pleasure to receive you in our institution.

Could you please send me your mobility proposal?

Kind regards,

João Teodósio Ph.D.

Erasmus Coordinator at School of Management and Technology  
Polytechnic Institute of Santarém