



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Istanbul Gelişim Üniversitesi (Istanbul Gelişim University)	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelism.edu.tr Phone: +902124337020 Ext:249	http://en.gelism.edu.tr/student.php
Haute Ecole Libre de Bruxelles – Ilya Prigogine	B BRUXEL 85	Mr Michael Robert International Relations Director +32.2.560.29.13 E-mail : erasmus@helb-prigogine.be	http://www.helb-prigogine

B. Mobility numbers¹ 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]	Subj ect area code * [ISCED D]	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	B BRUXEL 85	211	Photography	1 st	2 × 5 = 10	-
		211	Cinematography	1 st	2 × 5 = 10	-
		418	Public Relations	1 st	2 × 5 = 10	-
		071	Computer Engineering	1 st	2 × 5 = 10	-
B BRUXEL 85	TR ISTANBU32	211	Photography	1 st	2 × 5 = 10	-
		211	Cinematography	1 st	2 × 5 = 10	-
		418	Public Relations	1 st	2 × 5 = 10	-
		071	Computer Engineering	1 st	2 × 5 = 10	-

[*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.]

¹ 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ecta rea cod e * [ISCE D]	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	B BRUXEL 85	211	Photography	1x5	1 staff
		211	Cinematography	1x5	
		418	Public Relations	1x5	
		071	Computer Engineering	1x5	
B BRUXEL 85	TR ISTANBU32	211	Photography	1x5	1 staff
		211	Cinematography	1x5	
		418	Public Relations	1x5	
		071	Computer Engineering	1x5	

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

²For 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>

TR ISTANBU32	211	Turkish for all programmes	English for 8 programs and courses for exchange students	B1	B2
	211				
	418				
	071				
B BRUXEL 85		French	English	B1	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

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 July	30 November
B BRUXEL 85	31 May	30 November

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

2. The receiving institution will send its decision within 5 weeks [B BRUXEL 85: 3 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

The inter-Institutional agreement is terminated at the end of the contractual period or by mutual understanding of the partners. In the event of unilateral termination, a notice of at least one academic year should be given. 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

TRISTANBU32

<http://dlo.gelisim.edu.tr/Anamenu-5-2-ects-.html>

B BRUXEL 85

http://www.helb-prigogine.be/index.php?option=com_content&view=article&id=1262&Itemid=434

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 ISTANBU 32	D. TAYLAN UYSAL - erasmus@gelisim.edu.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html
B BRUXEL 85	erasmus@helb-prigogine.be / +32.2.560.29.13	http://www.helb-prigogine.be/index.php?option=com_content&view=article&id=1262&Itemid=434

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 ISTANBU 32	D. TAYLAN UYSAL - erasmus@gelisim.edu.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html
B BRUXEL 85	erasmus@helb-prigogine.be / +32.2.560.29.13	http://www.helb-prigogine.be/index.php?option=com_content&view=article&id=1262&Itemid=434


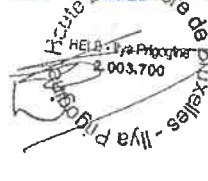
4. Housing

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 ISTANBU 32	D. TAYLAN UYSAL - erasmus@gelism.ed u.tr +902124227000 ext. 249	http://dio.gelism.edu.tr/Altmenu-1-2-accomodation-.html
B BRUXEL 85	erasmus@helb- prigogine.be / +32.2.560.29.13	http://www.helb- prigogine.be/index.php?option=com_content&view=article&id=1262 &Itemid=434

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
TR ISTANBU32	Prof. Dr. H. Murat Ozler, Vice- rector	24.02.2014	
B BRUXEL 85	Mrs Nicole BARDAXOGLU, President - Director	19.02.2014	

³Scanned signatures are accepted