



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<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)
ECUELA DE ARTE Y SUPERIOR DE DISEÑO- EASD SEGOVIA	E SEGOVIA06	C/ Juan Bravo 33 40001 Segovia Tel.: +921462674 Fax: +34921462677 Email: proyectoseuropeos@easdsegovia.com	www.easdsegovia.com

<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.

ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 Ext:249	<a href="http://gelisim.edu.tr/A_nasayfa-2-ingilizce-.html">http://gelisim.edu.tr/A_nasayfa-2-ingilizce-.html</a>
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## 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.

### Student mobility for studies

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> ] *	Total number of months of the study periods or average duration
E SEGOVIA06	TR ISTANBU32	212	Product Design	1st	2 student/6 months
TR ISTANBU02	E SEGOVIA06	212	Product Design	1st	2 student/6months

### Staff mobility for teaching / training

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 *
E SEGOVIA06	TR ISTANBU32	212	Product Design	1 person/8 hours	1 person/5 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>)

		073	Restoration	1 person/8 hours	1 person/5 days
TR ISTANBU32	E SEGOVIA06	212	Product Design	1 person/8 hours	1 person/5 days
		073	Restoration	1 person/8 hours	1 person/5 days

### 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]
E SEGOVIA06	212	Spanish	English in specific subjects	B1	B2
TR ISTANBU32	212	Turkish	English for 8 programs and courses for exchange students	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

**Additional requirements at EASD Segovia:**

<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>

- Our institution unfortunately have no infrastructure to welcome students and staff with disabilities. We are settled at a XV palace.
- Student applications should be sent (e-mail) by the Partner University to International Office [proyectoseuropeos@easdsegovia.com](mailto:proyectoseuropeos@easdsegovia.com), before 1<sup>st</sup> June ( 1<sup>st</sup> semester) and 15<sup>th</sup> October (2<sup>nd</sup> semester) All applicants should prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of RA before 15<sup>th</sup> June (1<sup>st</sup> semester) and 15<sup>th</sup> December (2<sup>nd</sup> semester)
- Academic teachers interested in a teaching visit at the College of Art and Design of Segovia should contact the International Office.

Non-academic staff members who are interested in spending one week training at the College of Art and Design of Segovia under the Erasmus programme should contact the International Office at least one month before the desired visit.

**Additional requirements at :**

**E. Calendar**

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E SEGOVIA06	JUNE	OCTOBER
TR ISTANBU32	1 <sup>st</sup> July	30 <sup>th</sup> November

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

2. The receiving institution will send its decision within 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

*In whichever case either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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:

- EASD Segovia

ECTS grade	Spanish grade number in	Definition
A	10	WITH DISTINCTION -SOBRESALIENTE Knowledge of the student is substantially higher than the estimated normal level. MATRICULA DE HONOR is awarded only to small percentage of students.
	9	EXCELLENT –SOBRESALIENTE Knowledge of the student is higher than the estimated normal level.
B	8	VERY GOOD – NOTABLE Knowledge corresponds to the highest expected level
C	7	GOOD –NOTABLE The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes
D	6	GOOD – BIEN The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes
E	5	SATISFACTORY –BIEN Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyze them
E/FX FAIL	4	FAIL – NO APTO Negative grade. Awarded to students, who do their best but still make serious mistakes and barely reproduce most of the relevant material
FAIL	3 - 1	FAIL – NO APTO Marks of different levels for students whose records are below the expected

- Istanbul Gelisim University

<http://dio.gelisim.edu.tr/Anamenu-6-2-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
E SEGOVIA06	proyectoseuropeos@easdsegovia.com	www.easdsegovia.com
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html

### 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
E SEGOVIA06	proyectoseuropeos@easdsegovia.com	www.easdsegovia.com
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html

### 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
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E SEGOVIA0 6	proyectoseuropeos@easdsegovia.com	www.easdsegovia.com
TR ISTANBU3 2	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html</a>



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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
E SEGOVIA06	Director and Legal Representative <b>Luisa Carmen del Río Díaz</b>	05/04/2014	
TR ISTANBU32	International Relations Coordinator –Vice Rector <b>Prof. Dr. H. Murat Özler</b>	08/05/2014	

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

E SEGOVIA06	proyectoseuropeos@easdsegovia.com	www.easdsegovia.com
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html

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

Institution [Erasmus code:]	Name, function	Date	Signature <sup>7</sup>
E SEGOVIA06	Director and Legal Representative  Luisa Carmen del Río Díaz	05/04/2014	
TR ISTANBU32	International Relations Coordinator –Vice Rector  Prof. Dr. H. Murat Özler	08/05/2014	

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