



# Erasmus+ Programme

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

## Inter-institutional agreement 2016 - 2021

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	Erasmus code	Contact details	Website
ISTANBUL GELİŞİM UNIVERSITY	TR ISTANBU32	IRMAK AK <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a> +902124227000	<a href="http://gelisim.edu.tr">http://gelisim.edu.tr</a>
Tallinn University  School of Natural Sciences and Health	EE TALLINN05	Maarja Lentsaar, Senior Specialist for International Studies, <a href="mailto:erasmus@tlu.ee">erasmus@tlu.ee</a> , +372 6409 136  Sille Silluta, Studies Councillor and Specialist, Erasmus Coordinator in Psychology, <a href="mailto:sille.silluta@tlu.ee">sille.silluta@tlu.ee</a> , +372 6409 472	<a href="http://www.tlu.ee/exchange">http://www.tlu.ee/exchange</a>

More contact and other information can be given in a separate info sheet accompanying this agreement.

## B. Mobility numbers 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 the calendar year (for the next academic year).

FROM	TO	Subject area code (ISCED)	Subject area name	Study cycle level	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR ISTANBU32	EE TALLINN05	0313	Psychology	1st	1x10 months=10 months	
EE TALLINN05	TR ISTANBU32	0313	Psychology	1st	1x10 months=10 months	

FROM	TO	Subject area code (ISCED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR ISTANBU32	EE TALLINN05	0313	Psychology	1x5 days	1x5 days
EE TALLINN05	TR ISTANBU32	0313	Psychology	1x5 days	1x5 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	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies / Traineeships	Staff Mobility for Teaching
TR ISTANBU32		English		B1	B2
EE TALLINN05	0313	English		BA students - B1 MA, PhD students - B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

#### D. Additional requirements

Tallinn University can welcome students and staff with disabilities, but would like to discuss the specific special needs and required adjustments during the planning of the exchange. Information regarding the infrastructure can be found at <http://www.tlu.ee/en/studies/Practical-Information/Accessibility-of-Study-Buildings>.

#### E. Calendar

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

Receiving institution	Autumn semester	Spring semester
TR ISTANBU32	20 <sup>th</sup> June	30 <sup>th</sup> November
EE TALLINN05	1 June	1 November

2. The receiving institution will send its decision within **4 weeks from the application deadline.**

EE TALLINN05

The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records with attendance dates will be issued by the receiving institution no later than **5 weeks after the assessment period** has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.

EE TALLINN05

A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI

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

Grading system of Tallinn University can be found at:  
<http://www.tlu.ee/en/studies/Student-Gateway/Study-Info/Grading>

**ECTS credits:**

1 academic year = 60 credits

1 semester = 30 credits

**TR ISTANBU32**

ECTS grades	TR ISTANBU32	
A	AA	90-100
B	BA	85-89
C	BB	75-84
D	CB	65-74
E	CC	60-64
FX	DD - DC	45-59
F	FD - FF	00-44

**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	Contact details	Website for information
TR ISTANBU32	<a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a> +902124227000	<a href="http://dlo.gelisim.edu.tr/Allmenu-2-2-staffmobility-.html">http://dlo.gelisim.edu.tr/Allmenu-2-2-staffmobility-.html</a>
EE TALLINNO5	Ingrid Hinojosa, International Student Advisor, <a href="mailto:ingrid.hinojosa@tu.ee">ingrid.hinojosa@tu.ee</a> , +372 6409 2.17	<a href="http://www.tu.ee/en/studies/Practical-Information/Residence-Permit-for-Non-EU/EEA-Citizens">http://www.tu.ee/en/studies/Practical-Information/Residence-Permit-for-Non-EU/EEA-Citizens</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	Contact details	Website for information
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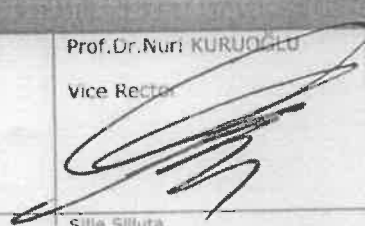

TR ISTANBU32	<a href="mailto:erasmusofisi@gelism.edu.tr">erasmusofisi@gelism.edu.tr</a> +902124227000	<a href="http://dio.gelism.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelism.edu.tr/Altmenu-2-2-staffmobility-.html</a>
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, <a href="mailto:ingrid.hinojosa@tlu.ee">ingrid.hinojosa@tlu.ee</a> , +372 6409 217	<a href="http://www.tlu.ee/en/studies/Practical-Information/Health-Care">http://www.tlu.ee/en/studies/Practical-Information/Health-Care</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	Contact details	Website for information
TR ISTANBU32	<a href="mailto:erasmusofisi@gelism.edu.tr">erasmusofisi@gelism.edu.tr</a> +902124227000	<a href="http://dio.gelism.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelism.edu.tr/Altmenu-2-2-staffmobility-.html</a>
EE TALLINN05	Ingrid Hinojosa, International Student Advisor, <a href="mailto:ingrid.hinojosa@tlu.ee">ingrid.hinojosa@tlu.ee</a> , +372 6409 217	<a href="http://www.tlu.ee/en/studies/Practical-Information/Accommodation">http://www.tlu.ee/en/studies/Practical-Information/Accommodation</a>

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

Institution	Name, function	Date	Signature
TR ISTANBU32	Prof. Dr. Nuri KURUOĞLU Vice Rector	19.5.2017	 
EE TALLINN05	Sille Silluta, Studies Councillor and Specialist, Erasmus Coordinator in Psychology	17.05.2017	