



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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)
Istanbul Gelişim Üniversitesi (Istanbul Gelişim University)	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 Ext:249 Erasmus Expert: Gizem Guray Email: gguray@gelisim.edu.tr Phone: +902124337020 Ext:270	http://dio.gelisim.edu.tr/Ana_sayfa-2-ingilizce-.html
Estonian Entrepreneurship University of Applied Sciences (EUAS)	EE TALLINN15	Institutional Coordinator: Kaire Kaljur Tel.: +372 610 1923 Email: kaire.kaljur@eek.ee international@euas.eu	www.euas.eu

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.

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 ISTANBU 32	EE TALLINN15	418 (041)	International Relations (Business and Administration)	1x5 hours	
EE TALLINN15	TR ISTANBU 32	418 (041)	International Relations (Business and Administration)	1x5 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU 32		Turkish	English for 8 programs and courses for exchange students		B2
EE TALLINN15		Estonian	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

Both the institutions have the infrastructure to welcome students and staff with disabilities.

⁵ 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 ISTANBU 32	1 st JULY	30 th NOVEMBER
EE TALLINN15	1 st of May	1 st of November

[* 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 **3** weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

*The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by **September 30th** of the year prior to the academic year concerned. 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*

TR ISTANBU32: <http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html>

EE TALLINN15:

In Estonian Entrepreneurship University of Applied Sciences (EUAS) the students' learning outcome is being evaluated by exams or assessments. Assessments may be distinctive or non-distinctive. Distinctive assessments of student learning outcomes are distinguished according to the following scale:

5-excellent (an outstanding and particularly broad level of achievement of learning outcomes);

4-very good (a very high level of achievement of learning outcomes);

3-good (a high level of achievement of learning outcomes);

2-satisfactory (a sufficient level of achievement of learning outcomes);

1-sufficient (the minimum acceptable level of achievement of learning outcomes);

0-insufficient (the learner has acquired the knowledge and skills to a level lower than the minimum).

Estonian credit system is equal to ECTS credit scale.

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	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html
EE TALLINN15	kaire.kaljur@eek.ee international@euas.eu +372 610 1923	http://www.vm.ee/?q=en

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	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html
EE TALLINN15	kaire.kaljur@eek.ee international@euas.eu +372 610 1923	http://www.haigekassa.ee/eng/health-insurance-in-estonia

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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TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html
EE TALLINN15	kaire.kaljur@eek.ee international@euas.eu +372 610 1923	http://www.visitestonia.com/en/holiday-accommodation



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR ISTANBU32	Prof. Dr. H. Murat Özler Vice-Rector	05.06.2014	
EE TALLINN15	Prof Krista Tuulik Rector	09.06.2014	

⁶ Scanned signatures are accepted

TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuytan@gelisim.edu.tr Phone: +902124337020	http://dlo.gelisim.edu.tr/Altmenu-1-2-accomodation-.html
EE TALLINN15	kaire.kaljur@ask.ee international@euas.eu +372 610 1923	http://www.visitestonia.com/en/holiday-accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^b
TR ISTANBU32	Prof. Dr. H. Murat Ozler Vice-Rector	05.06.2014	
EE TALLINN15	Prof Krista Tuulik Rector	09.06.2014	

^b Scanned signatures are accepted