



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)
EDUTUS COLLEGE Address: H-2800 Tatabánya, Stúdió tér 1. HUNGARY	HU TATABAN01	Mg. Marta Pongrácz Erasmus Institutional Coordinator pongrazc.marta@edutus.hu Tel: + 36 1 883 9854	www.edutus.hu/cikk/international
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Contact Person Irmak Olcay erasmusofisi@gelisim.edu.tr +902124337020/260	http://gelisim.edu.tr/Anasayfa-2-ingilizce.html

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.

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	Total number of months of the study periods or average duration
HU TATABAN01	TR ISTANBU32	041 (340)	Business and Administration	1 st	2 student/6 months
TR ISTANBU32	HU TATABAN01	041 (340)	Business and Administration	1 st	2 student/6 months

Staff mobility for teaching / training

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED 1]	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 *
HU TATABAN01	TR ISTANBU32	041 (340)	Business and Administration	1 person/8 hours	1 person/5 days
TR ISTANBU32	HU TATABAN01	041 (340)	Business and Administration	1 person/8 hours	1 person/5 days

⁵ 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>

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU TATABAN01		Hungarian	English	B1	B2
TR-ISTANBU32		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

HU TATABAN01:

- The Candidates with disabilities can only be accepted upon consultation with the institutional Erasmus coordinator of the Edutus College.
- Erasmus students shall choose/take the courses designed for Erasmus exchange incoming students. If there is a need to take a subject which is not included in the Erasmus course list, it is possible to discuss separate course organization on individual bases, if the School offers such subject.

E. Calendar

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

⁶ 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU TATABAN01	15 th July	15 th December
TR ISTANBU32	1 st July	30 th November

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

- The receiving institution will send its decision within 3 weeks.
- 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.
- 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:

- Istanbul Gelisim University

<http://dio.gelisim.edu.tr/Anamenu-6-2-ects-.html>

- **HU TATABAN01:**

ECTS grade		
A	excellent	5.0
B	very good	4.5
C	average	4.0
D	satisfactory	3.0
E	sufficient	2.0
F	fail	1.0

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
HU TATABAN01	Mg. Marta Pongrácz Erasmus Institutional Coordinator pongraz.marta@edulus.hu Tel: + 36 1 883 9854	www.edutus.hu/cikk/international
TR ISTANBU32	Contact Person Irmak Olcay erasmusofisi@gelisim.edu.tr +902124337020/260	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.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
HU TATABAN01	Mg. Marta Pongrácz Erasmus Institutional Coordinator pongraz.marta@edutus.hu Tel: + 36 1 883 9854	www.edutus.hu/cikk/international
TR ISTANBU32	Contact Person Irmak Olcay erasmusofisi@gelisim.edu.tr +902124337020/260	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html

4. Housing

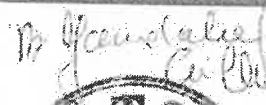

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

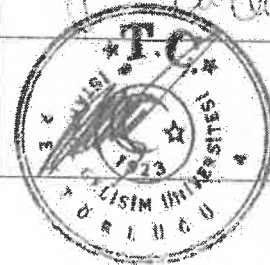
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
-------------------------------	-----------------------------------	-------------------------

code]		
HU TATABAN01	Mg. Marta Pongrácz Erasmus Institutional Coordinator pongraz.marta@edutus.hu Tel: + 36 1 883 9854	www.edutus.hu/cikk/international
TR ISTANBU32	Contact Person Irmak Olcay erasmusofisi@gelisim.edu.tr +902124337020/260	http://dio.gelisim.edu.tr/Altmen-u-1-2-accomodation-.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
HU TATABAN01	Dr. Jandala Csilla Acting Rector	24/08/ 2012	
TR ISTANBU32	Vice-Rector Prof. Dr. İlhami Colak	04/08/ 2012	



⁷ Scanned signatures are accepted