



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2017/2021 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)
IT Università degli Studi di Trento EN University of Trento Acronym UniTrento	Erasmus code: I TRENTO01 ECHE number: 29348-LA-1-2014-1-IT-E4AKA1-ECHE PIC number: 999841954	For Inter-institutional agreements: International Relations Division The University of Trento Via Verdi, 6 - 38122 Trento (Italy) ph. 0039 0461 283239; fax 0039 0461 282916 email: international@unitn.it For incoming or outgoing students mobility: The International Mobility Office Staff considering the student's Area of study: Social Sciences and Humanities Area (Economics and Management; Humanities; Law; Sociology; School of International Studies) at Trento: mobility-ssh@unitn.it	General University page: http://www.unitn.it/en Course catalogue: Academic offer (in Italian and English) and course contents http://international.unitn.it/incoming/choose-your-courses Semester dates: Fall semester: From September to December; Winter exam session: January-February Spring semester: From February to June; Summer exam session: June-August Academic calendar: http://international.unitn.it/incoming/choose-your-courses (see download box)

Istanbul Gelisim University	TR ISTANBU32	jolcay@gelisim.edu.tr ckuman@gelisim.edu.tr dpetrosian@gelisim.edu.tr	http://www.gelisim.edu.tr/Anasayfa-2-ingilizce-.html
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B. Mobility numbers¹ 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 Study

ERASMUS ISCED code						From TR ISTAMBU10 to I TRENTO01		From I TRENTO01 to TR ISTAMBU10	
Code	Course title	I TRENTO01 Department	TR ISTANBU32 Department	I TRENTO01 Academic Coordinator	TR ISTAMBU10 Academic Coordinator	Level	N of students Total Months	Level	N of students Total months
0314	Sociology and cultural studies	Sociology and Social Research		Davide Galesi		1 st , 2 nd	2*5	1 st ,2 nd	2*5

Student Mobility for Traineeships to be defined later

[*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.]

Staff Mobility for Teaching

ERASMUS ISCED codes		From PARTNER to I TRENTO01				From I TRENTO01 to PARTNER			
Code	Topic(s) taught	I TRENTO01 Department	PARTNER Department	Name of the staff member	Duration in N of weeks	N of teaching hours per week	Name of the staff member	Duration in N of weeks	N of teaching hours per week
	Sociology	Sociology		Irmak AK		1 st , 2 nd		1 st ,2 nd	2*5

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>)

Staff Mobility for Training to be defined later

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I TRENTO01		Italian	English	<p>Recommended language level (not mandatory) AT ARRIVAL is:</p> <ul style="list-style-type: none"> • A2 level of Italian for classes taught in Italian; • B2 level of English for classes taught in English. <p>Certain classes may have additional language requirements: http://international.unitn.it/incoming/language-requirements</p> <p>See at Extra admission requirements below.</p>	
TR ISTANBU32	Sociology	Turkish	English	B1 For English	

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

Name of the institution (and department, where relevant)	Additional requirements and information
I TRENTO01	<p>Learning Agreement</p> <p>Students have to fill in a Learning Agreement reporting the courses they would like to attend during the Erasmus studying period and they must upload it to the online application. Information on the courses are available on</p>

² 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>

<http://international.unitn.it/incoming/choose-your-courses>

The LA must include at least 60% of subjects offered by the Department in which the student will be enrolled.

Extra admission requirements

Students interested in courses offered by the School of International Studies and in courses offered by the Department of Economics and Management should produce some extra documentation. Information will be given directly by the International Mobility Office Staff.

- **Economics and Management**

For courses offered at undergraduate level we require a B1 level knowledge of Italian or English, while for master courses a B2 level language knowledge of Italian or English is required. The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution. The certificate has to be attached to the application form.

Bachelor students are not eligible for courses offered within Master's degrees entirely run in English (i.e. MIM-Master in International Management, MAIN-Master in Innovation Management, MEC-Master in Economics and EMBS-European Master in Business Studies).

- **International Studies**

Students must have passed at least five exams for a minimum of 30 ECTS credits in the core discipline areas of Law, Economics, Politics, Sociology and History.

Language certification: B2 level language knowledge of English is required. The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution. The certificate has to be attached to the application form.

The MEIS Admissions Committee reserves the right to make a case by case evaluation of the student's academic career when it is unclear whether he/she fulfils the above requirements.

Services available to exchange students

<http://international.unitn.it/incoming/services-and-facilities>

Language Courses

Any initial **Italian language course** undertaken by the Erasmus+ students at Trento University (at whichever level) will be offered free of charge.

Students interested in being pre-enrolled to one of the Italian language courses offered by University Language Centre/CLA (<http://www.cla.unitn.it/en>) have to report it on the online application form.

Information on other language courses

<http://international.unitn.it/incoming/language-courses>

Services for participants with special needs

<http://international.unitn.it/incoming/disability-services>

ESN (Erasmus Student Network)

ESN Trento team support Erasmus+ students encouraging social interaction of students spending part of their study period at Trento University, providing help and advice. For further information visit their website <http://www.esntrento.it> or contact them Trento@esn.it

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E. Calendar

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

Receiving institution [Erasmus code]	Autumn term or Full Academic Year* [month]	Spring term* [month]				
I TRENTO01	<p>For nomination and application the deadline are the following:</p> <ul style="list-style-type: none"> • Fall/Winter term, full academic year and Spring/Summer term: May 31st • Spring/Summer term only: October 31st <table border="1" data-bbox="400 792 1506 1908"> <tr> <td data-bbox="400 792 608 1659"> <p>NOMINATION FOR UNIVERSITIES</p> </td> <td data-bbox="608 792 1506 1659"> <p>To be submitted online at http://webapps.unitn.it/form/en/Web/Home/mob-in</p> <p>No login and password are required.</p> <p>Three different applies according to the student's Area of study:</p> <p><u>Social Sciences and Humanities Area</u>: Economics and Management; Humanities; Law; Sociology; School of International Studies;</p> <p><u>Science and Technology Area</u>: Civil, Environmental and Mechanical Engineering; Physics; Mathematics; Information Engineering and Computer Science; Industrial Engineering; Centre for Integrative Biology;</p> <p><u>Cognitive Sciences Area</u>: Psychology and Cognitive Science; Centre for Mind/Brain Sciences.</p> <p>Please note that:</p> <ul style="list-style-type: none"> - you will have to complete one procedure for each student. - The nomination has to be completed by the International Office/International Coordinator and not by students. - Once the nomination has been correctly submitted, the system will automatically send a confirmation to the Coordinator and to the student. </td> </tr> <tr> <td data-bbox="400 1659 608 1908"> <p>APPLICATION FOR STUDENTS</p> </td> <td data-bbox="608 1659 1506 1908"> <p>Students you have nominated will receive an e-mail by the International Mobility Office Staff with instructions on how to complete their application at the University of Trento through the link http://www.unitn.it/en/apply/mob-in selecting among the proper area of study above mentioned.</p> <p>Applications of students not duly nominated by their Home Institution within the</p> </td> </tr> </table>		<p>NOMINATION FOR UNIVERSITIES</p>	<p>To be submitted online at http://webapps.unitn.it/form/en/Web/Home/mob-in</p> <p>No login and password are required.</p> <p>Three different applies according to the student's Area of study:</p> <p><u>Social Sciences and Humanities Area</u>: Economics and Management; Humanities; Law; Sociology; School of International Studies;</p> <p><u>Science and Technology Area</u>: Civil, Environmental and Mechanical Engineering; Physics; Mathematics; Information Engineering and Computer Science; Industrial Engineering; Centre for Integrative Biology;</p> <p><u>Cognitive Sciences Area</u>: Psychology and Cognitive Science; Centre for Mind/Brain Sciences.</p> <p>Please note that:</p> <ul style="list-style-type: none"> - you will have to complete one procedure for each student. - The nomination has to be completed by the International Office/International Coordinator and not by students. - Once the nomination has been correctly submitted, the system will automatically send a confirmation to the Coordinator and to the student. 	<p>APPLICATION FOR STUDENTS</p>	<p>Students you have nominated will receive an e-mail by the International Mobility Office Staff with instructions on how to complete their application at the University of Trento through the link http://www.unitn.it/en/apply/mob-in selecting among the proper area of study above mentioned.</p> <p>Applications of students not duly nominated by their Home Institution within the</p>
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		stated deadline won't be accepted.
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[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within [x] weeks.

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I TRENTO01	Admission at Trento University is sent through an e-mail notice of acceptance by the International Mobility Office Staff within the end of June.	Admission at Trento University is sent through an e-mail notice of acceptance by the International Mobility Office Staff within the end of November.
TR ISTANBU32	10.09	10.02

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

3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

Receiving institution [Erasmus code]	Transcript of Records
I TRENTO01	The Transcript of Records is normally issued within one month after the students' check out; delay in the release of the Transcript of Records may depend on an incorrect recording. It is not possible to certify, in the Transcript of Records, examinations not passed or simple attendance at courses without taking the relative examination.
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4. Termination of the agreement

The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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

Receiving institution [Erasmus code]	Grading system of the institutions																												
I TRENTO01	<p>Grading system Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A cum laude may be added to the highest grade (30 e lode), as a mention of special distinction. The final pass mark is 66, whereas the maximum final university degree grade is 110/110. For outstanding students degrees may be awarded cum laude.</p> <table border="1" data-bbox="730 638 1197 936"> <tr> <td>minimum pass</td> <td>18</td> </tr> <tr> <td>adequate</td> <td>19-23</td> </tr> <tr> <td>satisfactory</td> <td>24-26</td> </tr> <tr> <td>good</td> <td>27-28</td> </tr> <tr> <td>very good</td> <td>29-30</td> </tr> <tr> <td>outstanding</td> <td>30 cum laude</td> </tr> </table> <p>Language courses and laboratories are usually graded as "Approved", if passed.</p> <p>Workload per semester/year On the basis of ECTS Credits 1 full academic year = 60 credits 1 semester = 30 credits 1 term/trimester = 20 credits</p> <p>Curriculum Structure of the Italian University system</p> <table border="1" data-bbox="446 1265 1508 1489"> <thead> <tr> <th>University degree-course</th> <th>Degree</th> <th>Total Credits</th> <th>Years</th> </tr> </thead> <tbody> <tr> <td><u>Undergraduate course</u></td> <td>Bachelor</td> <td>180</td> <td>3</td> </tr> <tr> <td><u>Master's course (2-years duration)</u></td> <td>Master's degree</td> <td>120</td> <td>2</td> </tr> <tr> <td><u>Doctoral course</u></td> <td>Doctoral degree</td> <td>-</td> <td>3+</td> </tr> </tbody> </table>	minimum pass	18	adequate	19-23	satisfactory	24-26	good	27-28	very good	29-30	outstanding	30 cum laude	University degree-course	Degree	Total Credits	Years	<u>Undergraduate course</u>	Bachelor	180	3	<u>Master's course (2-years duration)</u>	Master's degree	120	2	<u>Doctoral course</u>	Doctoral degree	-	3+
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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]	Contact details (email, phone)	Website for information
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code]		
I TRENTO01	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it	The International Mobility Office Staff gives incoming mobile participants support about regulation and necessary fulfillments dealing with visa and permit of stay: http://international.unitn.it/incoming/visa
TR ISTANBU32		

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 point and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRENTO01	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it European Programmes and International Mobility Service - International Cooperation and Agreements Department - University of Trento Via Verdi, 6 - 38122 Trento (Italy) ph. 0039 0461 283239; fax 0039 0461 282916 email: international@unitn.it	The International Mobility Office Staff gives incoming mobile participants support about regulation and necessary fulfillments dealing with health insurance: http://international.unitn.it/incoming/health-insurance Incoming and outgoing mobile participants are covered by UNITRENTO's own insurance policy which covers third parties for accidents and liability. The insurance cover given by the UNITRENTO policy only covers accidents which happen during professional activity or when moving between the various buildings where the professional activity is carried out. The terms and conditions of the accident and liability insurance policy are available at http://international.unitn.it/incoming/health-insurance
TR ISTANBU32	International Relation Office Istanbul/Avcilar Cihangir mah.sehit piyade onbasi murat sengo sok no 8	iolcay@gelisim.edu.tr

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
I TRENTO01	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it	<p>On-campus accommodation Students participating in a bilateral/international mobility programme are entitled to on-campus accommodation: http://international.unitn.it/incoming/accommodation</p> <p>Off-campus accommodation Students planning to travel with their families need to search for an accommodation autonomously: http://international.unitn.it/incoming/accommodation</p> <p>Information about cost of living are available at: http://international.unitn.it/incoming/cost-of-living</p>
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
I TRENTO01	Maurizio Marchese Vice Rector for International Relations	29/11/2017	
TR ISTANBU32	Prof.Dr. Nuri KURUOĞLU Vice Rector	04/12/2017	 

³ Scanned signatures are accepted