



## Erasmus+ Programme

### Inter-institutional agreement 2015-2021 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Vilniaus kooperacijos kolegija (VKK)	LT VILNIUS11	Kamilė Baronaitė  Coordinator of International Relations  Konstitucijos av. 11, LT - 09308 Vilnius Lithuania <a href="mailto:kamile@vkk.lt">kamile@vkk.lt</a> , <a href="mailto:erasmus@vkk.lt">erasmus@vkk.lt</a> Tel. +370 615 11367 Fax: +370 5 2722803	<a href="http://www.vkk.lt">www.vkk.lt</a>
İSTANBUL GELİŞİM ÜNİVERSİTESİ	TR İSTANBU32	Irmak Olcay Coordinator of International Relations: <a href="mailto:iolcay@gelisim.edu.tr">iolcay@gelisim.edu.tr</a> Tel: +02124227000 ext:260 Cihangir Mah Şehit Onbaşı Murat Şengöz sok. No:8 Avcılar/İstanbul	<a href="http://www.gelisim.edu.tr">www.gelisim.edu.tr</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>2</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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.]

FROM	TO	Subject area code	Subject area name *	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships*
LT VILNIUS11	TR İSTANBU32	041	Business and Administration	1 <sup>st</sup>	10 (2 students x 5 months)	
		061	Information and Communication Technologies			
TR İSTANBU32	LT VILNIUS11	041	Business and Administration	1 <sup>st</sup>	10 (2 students x 5 months)	
		061	Information and Communication Technologies			

[\*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.]

FROM	TO	Subject area code	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
LT VILNIUS11	TR İSTANBU32	041	Business and Administration	5 days / 8 hours	5 days
		061	Information and Communication Technologies		
TR İSTANBU32	LT VILNIUS11	041	Business and Administration	5 days / 8 hours	5 days
		061	Information and Communication Technologies		

<sup>2</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>)

### 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>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LT VILNIUS11	041 061	English	Lithuanian	B1	B2
TR İSTANBU32	213 214	English	Turkish	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

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LTVILNIUS11	15 <sup>th</sup> June	15 <sup>th</sup> December
TR İSTABU32	15 <sup>th</sup> SEPTEMBER	15 <sup>th</sup> JULAY

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

2. The receiving institution will send its decision within **6** 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
4. Termination of the agreement

*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral*

<sup>3</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>

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>4</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

#### **LTVILNIUS11 - Grading system of VKK:**

Grade	ECTS Grade	Evaluation	Definition
10	A	EXCELLENT	Outstanding performance with only minor errors
9	B	VERY GOOD	Above the average standard but with some errors
8	C	GOOD	Generally sound work with a number of notable errors
7	C	SATISFACTORY	Fair but with significant shortcomings
6	D	SUFFICIENT	Performance meets the minimum criteria
5	E	FAIL	Some more work required before the credit can be awarded
4 and below	FX	FAIL	Considerable furth

### 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
LT VILNIUS11	Erasmus@vkk.lt	<a href="http://vkk.lt/en/admission">http://vkk.lt/en/admission</a>
TR İSTANBU32	erasmusofisi@gelisim.edu.tr	<a href="http://gelisim.edu.tr">http://gelisim.edu.tr</a>

<sup>4</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
LT VILNIUS11	Erasmus@vkk.lt	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> <a href="http://vkk.lt/en/admission">http://vkk.lt/en/admission</a>
TR İSTANBU32	erasmusofisi@gelisim.edu.tr	<a href="http://gelisim.edu.tr">http://gelisim.edu.tr</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
LT VILNIUS11	Erasmus@vkk.lt	<a href="http://vkk.lt/en/about-us/material-facilities">http://vkk.lt/en/about-us/material-facilities</a>
TR İSTANBU32	Erasmus@gelisim.edu.tr	<a href="http://gelisim.edu.tr">http://gelisim.edu.tr</a>

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

<b>Institution [Erasmus code]</b>	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>5</sup></b>
LT VILNIUS11	<b>Romualdas Pusvaškis</b> Director		
TR İSTANBU32	Prof.Dr.İlhami ÇOLAK Vice Rektör	19.03.2015	

<sup>5</sup> Scanned signatures are accepted