



# Erasmus+ Programme

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

### Inter-institutional agreement **2014-2020** 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)
<p><b>Biruni University</b> <b>Faculty of .....</b> <b>Department .....</b></p>	<p><b>TR ISTANBU55</b></p>	<p><b>Erasmus Faculty Coordinator</b> <b>(Title, Name, Surname of the Faculty Coordinator)</b> Biruni University, Faculty of ..... Department of ..... 10.Yıl Caddesi Protokol Yolu No:45, 34010,Topkapı, Istanbul, TURKEY <b>E-mail: .....</b> <b>Phone: +90 212 444 8 276 ext: .....</b></p> <p><b>Erasmus+ Departmental Coordinator</b> <b>Title, Name, Surname of the Departmental Coordinator)</b> Biruni University, Faculty of ..... Department of ..... 10.Yıl Caddesi Protokol Yolu No:45, 34010,Topkapı, Istanbul, TURKEY <b>E-mail: .....</b> <b>Phone: +90 212 444 8 276 ext: .....</b></p>	<p><a href="https://sis.biruni.edu.tr/oi/bs/bologna/index.aspx">https://sis.biruni.edu.tr/oi/bs/bologna/index.aspx</a></p>

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

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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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
TR ISTANBU55					(2 students x 5 months)	(1 Student x Min. 2-3 Months)

## B. Mobility numbers 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.]

\* 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 [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]	Staff Mobility for Training *
TR ISTANBU55				(2 people x 2-5 days) Min 8 Hours	5 days (2 people x 2-5 days)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
TR ISTANBUL55		Turkish	English	B1	B1

<sup>2</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>

## 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:

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

**TR ISTANBU55:** In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office:

[intoffice@biruni.edu.tr](mailto:intoffice@biruni.edu.tr)

<https://int.biruni.edu.tr/wp-content/uploads/2018/11/Biruni-University-Fact-Sheet.pdf>

## 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 ISTANBU55	30 <sup>th</sup> of May	30 <sup>th</sup> of September

[\* 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.
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. 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

#### ECTS Grading system of Biruni University

Grade	Note	Definition
AA	90-100	Pass
<b>BA</b>	<b>85-89</b>	<b>Pass</b>
BB	75-84	Pass
<b>CB</b>	<b>70-74</b>	<b>Pass</b>
CC	60-69	Pass
<b>DC</b>	<b>55-59</b>	<b>Conditional Pass (Average score of all courses will be considered)</b>

DD	50-54	<b>Conditional Pass (Average score of all courses will be considered)</b>
FD	<b>Absent</b>	<b>Fail</b>
FF	<b>0-49</b>	<b>Fail</b>

## 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU55	<a href="mailto:erasmus@biruni.edu.tr">erasmus@biruni.edu.tr</a> <b>Phone:</b> +90 (212) 444 8276	<a href="https://int.biruni.edu.tr/index.php/erasmus-incoming-students-2/">https://int.biruni.edu.tr/index.php/erasmus-incoming-students-2/</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU55	<a href="mailto:erasmus@biruni.edu.tr">erasmus@biruni.edu.tr</a> <b>Phone:</b> +90 (212) 444 8276	<a href="https://int.biruni.edu.tr/index.php/contact-us/">https://int.biruni.edu.tr/index.php/contact-us/</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>
TR ISTANBU55	<a href="mailto:erasmus@biruni.edu.tr">erasmus@biruni.edu.tr</a> Phone: +90 (212) 444 8276	<a href="https://int.biruni.edu.tr/index.php/contact-us/">https://int.biruni.edu.tr/index.php/contact-us/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
TR ISTANBU55	<b>Vice Rector</b> <b>Prof. Dr. Sevim SAVAŞER</b> 10.Yıl Caddesi Protokol Yolu No:45, 34010, Topkapı, İstanbul, TURKEY <b>E-mail</b> : ssavaser@biruni.edu.tr <b>Phone</b> : +90 212 444 8276 <b>ext</b> :1342 <b>Fax</b> : +90 212 416 46 46		

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<sup>3</sup> Scanned signatures are accepted