



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² 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 Commerce University	TR ISTANBU10	<u>Departmental Coordinator for Engineering:</u> Prof. Dr. Sibkat Kaçtıoğlu Tel: +90 444 0 413 E-mail: skactioglu@ticaret.edu.tr <u>Departmental Coordinator for Business:</u> Halil İbrahim Yenigün Tel: +90 444 0 413 E-mail: hiyenigun@ticaet.edu.tr <u>Institutional Coordinator:</u> Assist. Prof. Rana Atabay Baytar Tel.: +90 444 0 413 ext. 4358 Email: ratabay@ticaret.edu.tr	http://erasmus.ticaret.edu.tr
Obuda University	HU BUDAPEES16	<u>For the Departmental coordinators see:</u> http://erasmus.uni-obuda.hu/en/contacts Institutional coordinator : Mrs. Mária Dudás, Director Centre for International Mobility dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050	http://www.uni-obuda.hu/en

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.

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] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU10	HU BUDAPES16	07	Engineering	1 st , 2 nd	20 (2 students)	1
		041	Business Studies	1 st , 2 nd	20 (2 students)	1
HU BUDAPES16	TR ISTANBU10	07	Engineering	1 st , 2 nd	20 (2 students)	1
		041	Business Studies	1 st , 2 nd	20 (2 students)	1

[*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 [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 ISTANBU10	HU BUDAPES16	07	Engineering	2 teachers for 8 days	2 staff for 8 days
		041	Business Studies	2 teachers for 8 days	2 staff for 8 days
HU BUDAPES16	TR ISTANBU10	07	Engineering	2 teachers for 8 days	2 staff for 8 days
		041	Business Studies	2 teachers for 8 days	2 staff for 8 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]
TR ISTANBU10	07 041	Turkish	English (where indicated)	B1 (ENG)	B2 (ENG)
HU BUDAPES16	07 041	Hungarian	English	B2	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

TR ISTANBU10: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the ERASMUS Office: erasmus@ticaret.edu.tr

HU BUDAPES16 :

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 ISTANBU10	15 th of July	15 th of January
HU BUDAPES16	1 st of May	5 th of November

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

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>

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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 ISTANBU10: <http://ww4.ticaret.edu.tr/erasmus/erasmus-2/recognition-procedure/>

HU BUDAPES16 <http://erasmus.uni-obuda.hu/en/grading-system>

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 ISTANBU10	Erasmus@ticaret.edu.tr 0090 444 0 413 ext. 4415-4416-4417	http://ww4.ticaret.edu.tr/erasmus/erasmus-2/visa-and-residence-permit/
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.bmbah.hu/a_bah_ismertetese.php

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 ISTANBU10	Erasmus@ticaret.edu.tr 0090 444 0 413 ext. 4415-4416-4417	http://ww4.ticaret.edu.tr/erasmus/icu-student-life/insurance/
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf


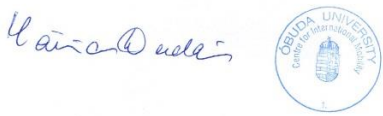
4. Housing

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
TR ISTANBU10	Erasmus@ticaret.edu.tr 0090 444 0 413 ext. 4415-4416-4417	http://ww4.ticaret.edu.tr/erasmus/icu-student-life/accommodation/
HU BUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://erasmus.uni-obuda.hu/en/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR ISTANBU10	Asst Prof Rana ATABAY BAYTAR ERASMUS Institutional Coordinator	07.01.2014	
HU BUDAPES16	Mária Dudás ERASMUS Institutional Co-ordinator Director of Centre for International Mobility	27.01.2014	

⁷ Scanned signatures are accepted