



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
Istituto Superiore di Studi Musicali "Franco Vittadini" di Pavia	I PAVIA02	<a href="mailto:mobilita.erasmus@conspv.it">mobilita.erasmus@conspv.it</a> <a href="mailto:maurizio.preda@conspv.it">maurizio.preda@conspv.it</a> +39 0382 304764	<a href="http://www.conspv.it">www.conspv.it</a>
Istanbul University	TR ISTANBU03	Erasmus Institutional Coordinator <b>Prof. Dr.</b> <b>Y. Yeşim Ö. Yürür</b>	<a href="http://erasmus.istanbul.edu.tr/en/">http://erasmus.istanbul.edu.tr/en/</a> Lecture Catalogue: <a href="https://egitimdeyapila">https://egitimdeyapila</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<a href="mailto:erasmus@istanbul.edu.tr">erasmus@istanbul.edu.tr</a> Tel: +90 212 440 00 00/11222	<a href="http://nma.istanbul.edu.tr/?dil=en">nma.istanbul.edu.tr/?dil=en</a> <a href="http://erasmus.istanbul.edu.tr/en/?p=7027">http://erasmus.istanbul.edu.tr/en/?p=7027</a>
Istanbul University State Conservatory	TR ISTANBU03	Prof. Şebnem Ünal	<a href="http://www.konservatuvar.istanbul.edu.tr">www.konservatuvar.istanbul.edu.tr</a> sebnemunal@gmail.com

### B. Mobility numbers<sup>5</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 [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	Student Mobility for Traineeships *
[total number of months of the study periods or average duration*]						
TR ISTANBU 03	I PAVIA02	215		1 <sup>st</sup>	1-2 x 5-10 months	1-2 x 5-10 months
		215		2 <sup>nd</sup>	1-2 x 5-10 months	1-2 x 5-10 months
I PAVIA02	TR ISTANBU 03	215		1 <sup>st</sup> , 2 <sup>nd</sup>	TDB	TBD
		215		1 <sup>st</sup> , 2 <sup>nd</sup>	TBD	TBD

[\*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

<sup>5</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>)

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 ISTANBU03	I PAVIA02	215		1-2 x 5 days(8 hours daily)	1-2 x 5 days(8 hours daily)
I PAVIA02	TR ISTANBU03	215		TBD	TBD
		215		TBD	TBD

### 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I PAVIA02		Italian	English	B2	B2
TR ISTANBU03	0215	Turkish	English	B1 English or B1 Turkish	B1 English or B1 Turkish

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>6</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>

## D. Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

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- *The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution.*
- *Erasmus Incoming Students have to choose courses from the department with which the agreement is existing, they can choose two courses from any faculties as long as the courses are not overlapping!*
- *For the implementation of STA/STT-mobilities, a letter of invitation – issued by a Istanbul University contact person – is required.*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I PAVIA02	31 may	31 may
TRISTANBU 03	June 15th	November 15th

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

2. The receiving institution will send its decision within [4] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [4] 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 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>7</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.]*

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**ECTS Credits:** Istanbul University uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

**GRADES:** Istanbul University recommends the following grading equivalency table:

Cooresponding Grades in Numbers	Cooresponding I.U. Grades	ECTS Grades
4.00	AA	A
3.50	BA	B
3.00	BB	C
2.50	CB	D
2.00	CC	E
1.50	DC	-
1.00	DD	-
0.00	FF	FX
0.00	FD	F
-	G	-
-	M	-

<sup>7</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

## **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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I PAVIA02	<a href="mailto:mobilita.erasmus@conspv.it">mobilita.erasmus@conspv.it</a> +39 0382 304764	<a href="http://www.conspv.it">www.conspv.it</a>
TRISTANBU 03	<a href="mailto:erasmus@istanbul.edu.tr">erasmus@istanbul.edu.tr</a>	<a href="http://erasmus.istanbul.edu.tr/en/">http://erasmus.istanbul.edu.tr/en/</a> and <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I PAVIA02	<a href="mailto:mobilita.erasmus@conspv.it">mobilita.erasmus@conspv.it</a> +39 0382 304764	<a href="http://www.conspv.it">www.conspv.it</a>
TRISTANBU 03	<a href="mailto:erasmus@istanbul.edu.tr">erasmus@istanbul.edu.tr</a>	<a href="http://erasmus.istanbul.edu.tr/en/">http://erasmus.istanbul.edu.tr/en/</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I PAVIA02	<a href="mailto:mobilita_erasmus@conspv.it">mobilita_erasmus@conspv.it</a> +39 0382 304764	<a href="http://www.conspv.it">www.conspv.it</a>
TRISTAN BU 03	<a href="mailto:erasmus@istanbul.edu.tr">erasmus@istanbul.edu.tr</a>	<a href="http://erasmus.istanbul.edu.tr/en/">http://erasmus.istanbul.edu.tr/en/</a> and <a href="http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html">http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
I PAVIA02	Cinzia Piccini, Director	20/12/2018	
TRISTANBU 03	Prof. Dr. Y. Yeşim Ö. Yürür Erasmus Institutional Coordinator	15.01.2019	



<sup>8</sup> Scanned signatures are accepted

