



Erasmus+ Programme

Dokuz Eylül University

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

Inter-institutional¹ agreement 2014-2017

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	Erasmus code	Contact details ² (email, phone)	Website
Dokuz Eylül University	TRIZMIR 01	1) Erasmus Institutional Coordinator: Prof.Dr. M.Banu DURUKAN SALI banu.durukan@deu.edu.tr Tel: +90 232 412 1659 2)Bilateral Agreement Contact: Sevim Tufenk , MSc. sevim.tufenk@deu.edu.tr Tel: +90 232 4121652 3) Departmental Contact: Assoc. Prof. Özlem KÜÇÜKGÜÇLÜ Tel:+90232 412 6966 ozlem.kguclu@deu.edu.tr	www.deu.edu.tr www.international.deu.edu.tr http://www.deu.edu.tr/ders-katalog/enq/index.html
Howest, de Hogeschool West-Vlaanderen Howest, University of Applied Sciences	B KORTRIJ03	Head of Howest International Office Ms Isabelle Pertry Address: Marksesteenweg 58, B-8500 Kortrijk Email: international.office@howest.be Tel: +32 56 24 12 90 Departmental contact person: Mr Kurt Debaere Mail: kurt.debaere@howest.be	www.howest.be www.howest.be/english Course catalogue: https://services.howest.be/Howest.Services.Bamaflex/beta/ectsSearch.aspx

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 /TO [Erasmus code of the sending institution]	TO /FROM [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	Student Months (=sum)
TRIZMIR 01	B KORTRIJ03	913	Nursing	1 st cycle	2 students	10 (2*5) months
		913	Nursing	2 nd cycle	2 students	10 (2*5) months

FROM /TO [Erasmus code of the sending institution]	TO /FROM [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 IZMIR 01	B KORTRIJ03	913	Nursing	2 teacher/7 days	
		913	Nursing	2 teacher/7 days	

³ 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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TRIZMIR01		TURKISH	ENGLISH	B1	B2
B KORTRIJ03		English	Dutch	B2: www.howest.be/languageexpectations	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

[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.]

B KORTRIJ03: See ANNEX 1-Howest.

⁴ 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>

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 IZMIR01	Nomination: May 15th Application: June 15th	Nomination: November 15th Application: December 15th
B KORTRIJ03	For applicants from the European Economic Area: June 20th	For applicants from the European Economic Area: November 30th
	For non-EEA nationals: we recommend 1 month earlier	For non-EEA nationals: we recommend 1 month earlier

2. The receiving institution will send its decision within 3-4 weeks after the deadline.
3. A Transcript of Records (ToR) will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. ToR will be both send via e-mail and surface mail to the sending HEI.
4. Termination of the agreement

The above mentioned institutions agree to cooperate in the activities as contracted above under the terms and conditions of the Erasmus + Programme.

- Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants, and will work according to the principles of Erasmus University Charter.
- Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.
- Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1st.

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

The students are evaluated based on their work during the semester such as term projects, written exams, participation in the class discussions, case studies and a final exam. The grading scale is as follows:

GRADING SYSTEM: TRIZMIR 01:

85-100 AA –BAŞARILI- PASS

70-84 BB- BAŞARILI- PASS

60-69 CC – BAŞARISIZ- FAIL

50-59 DD - FAIL

49-00 FF- FAIL

Students who score below 70 is considered failing

B KORTRIJ 03:See **ANNEX 1-Howest.**

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
TRIZMIR01	erasmus.incoming@deu.edu.tr Tel: +90 232 4121639	http://international.deu.edu.tr/index.php/en/ https://www.evisa.gov.tr/en/
B KORTRIJ03	international.office@howest.be	http://www.studyinlanders.be/en/preparing-your-stay/visa-requirements/

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
TRIZMIR01	erasmus.incoming@deu.edu.tr Tel: +90 232 4121639	http://www.deu.edu.tr/ders-katalog/eng/eng-d4.html
B KORTRIJ03	international.office@howest.be	www.howest.be/insurance



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
TRIZMIR01	erasmus.incoming@deu.edu.tr Tel: +90 232 4121639	http://www.deu.edu.tr/ders-katalog/eng/eng-d2.html
B KORTRIJ03	stuvo@howest.be	http://www.stuvohowest.be/foreign-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
TRIZMIR01	Prof.Dr. Recep YAPAREL Vice Rector	10/03/2015	
B KORTRIJ03	Ms Isabelle Pertry Head of Howest International Office	11/3/15	

⁵ Scanned signatures are accepted

Annex-1 to Erasmus+ Inter-Institutional Agreement

Fact Sheet

Howest, University of Applied Sciences

A. INFORMATION ABOUT HIGHER EDUCATION INSTITUTION

Name of the institution	Howest, de Hogeschool West Vlaanderen Howest, University of Applied Sciences
Erasmus code	B KORTRIJ 03
Institution website	www.howest.be/english
Academic units	Contact email: international.office@howest.be
Online course catalogue	https://services.howest.be/Howest.Services.Bamaflex/beta/ectsSearch.aspx

B. MOBILITY NUMBERS PER ACADEMIC YEAR – see Inter-institutional Agreement

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:

Subject area	Language of instruction 1	Language of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
All courses in English www.howest.be/english/courseoffer	English		B2 www.howest.be/languageexpectations	B2
All curricula in Dutch www.howest.be/opleidingen	Dutch		B2	B2

The proficiency level we expect from incoming students and staff is the B2 level of the Common European Framework of Reference for Foreign Languages (CEFR), in writing, speaking and understanding skills.
(<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>)

Howest has either English or Dutch as teaching languages.

We expect applying students to provide proof of their proficiency in the language of instruction in the chosen program in one of the following ways:

- A signed confirmation letter from the sending university, stating that the applicant's language skills reach the B2 level and thus are sufficient to attend courses, participate in different types of classroom and examination activities.
- The results of a (free) online language test which can be related to the CEFR B2 level, such as Dialang <http://www.lancaster.ac.uk/researchenterprise/dialang/about> and Testpodium <http://www.testpodium.com/>. The online test should have been taken under the supervision of the sending institution. The result sheet needs to be stamped and signed by a staff member of the sending institution.
- An official certificate or score report referring to the European Framework or from one of the recognized language tests, e.g. TOEFL: paper based 550/internet based 79/computer based 213 or IETLS: 5.5, no partial results below 5.

The following applicants are not expected to document their language skills for study in English or Dutch respectively at Howest:

- applicants from countries having the modules' teaching language as their national language.
- applicants attending a full-time degree programme at their home institution taught in the same language as the Howest modules they are applying for.

Howest reserves the right to contact the sending university to verify the information on language proficiency, or to contact the applicant to have a telephone or Skype conversation in English.

D. ADDITIONAL REQUIREMENTS

Incoming students should be in possession of a laptop. See www.howest.be/internationalsemesters for the specific requirements for each English taught international semester programme. For DAE-International see www.digitalartsandentertainment.com.

E. CALENDAR

1) **Application:** you find the Howest Application Form and procedure at www.howest.be/application. Applications must reach the receiving institution by:

Autumn term* (1 st semester) Application Deadline	Spring term* (2 nd semester) Application Deadline
For applicants from the European Economic Area: June 20th	For applicants from the European Economic Area: November 30th
For nationals from outside the European Economic Area: we recommend 1 month earlier	For nationals from outside the European Economic Area: we recommend 1 month earlier

2) The receiving institution will send its **decision within 4 weeks** after the application deadline.

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.

4) Termination of the Agreement

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual 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 2013 will only take effect as of 1 September 2014. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. INFORMATION

F. 1. Grading system

The Howest (and Flemish) grading system is based on evaluations out of 20 points.

Students pass when they have 10/20 and more.

A result between 10/20 and 13/20 means the student passes 'in a sufficient way' (= literally translated from Dutch)

14/20 and 15/20 lead to the mention 'with distinction' (= literally translated from Dutch)

16/20 and 17/20 lead to the mention 'with great distinction' (= literally translated from Dutch)

Above 18/20 the student passes with 'the greatest distinction' (= literally translated from Dutch)

A 16/20 is considered really excellent in Flanders, and students obtaining results of 18/20 are rather exceptional.

F. 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:

Contact details	Website for information
international.office@howest.be	http://www.studyinlanders.be/en/preparing-your-stay/visa-requirements/

F. 3. Insurance

Contact details	Website for information
international.office@howest.be	www.howest.be/insurance

Outbound Howest students:

All Howest students who go out for exchange study or for an unpaid placement in any enterprise or organisation worldwide are insured by our school insurance ETHIAS, policy number ETHIAS - 45.262.212. The insurance covers physical injuries and third part liability during all study related or work placement activities, on the way back and to the partner university or work placement (activities) and in private life (during free time activities).

In case of a paid work placement: if the payment made by the placement organisation is higher than a strict reimbursement of expenses, the Howest insurance will consider it a salary and will no longer cover the student during the placement. In that case the work placement organisation is expected to cover the student for physical accidents and third part liability during all work placement activities and on the way back and to the work placement (activities).

The Howest school insurance is not a health/medical or travel assistance insurance. All Belgian citizens are obliged by law to have a health/medical coverage, which also applies abroad. Howest outgoing students will carry the necessary documents. Howest students traveling outside Europe for their study exchange or work placement are obliged by Howest to take a travel assistance insurance including repatriation of corps.

Outbound Howest staff:

Howest staff is fully covered by our school insurance ETHIAS, policy number ETHIAS - 45.262.212. during their international mobilities. The insurance covers physical injuries and third part liability. If wished so Howest also takes a travel assistance insurance.

Incoming students:

University Insurance Policy:

Incoming exchange students without insurance coverage by their home institution will be covered by the Howest insurance policy for third-party liability and physical accidents during the school related activities and on their way to and back from the campus or work placement. Not during private time of the exchange period. That coverage does not replace a normal health and travel assistance insurance, which each incoming student needs to take. The Howest insurance will only come into action after exhausting the student's Home School Insurance coverage.

Health, medical and assistance Insurance:

All incoming students need to arrange themselves sufficient health, medical and travel assistance insurance, including repatriation of corps. Students who wish to take a medical insurance upon arrival in Belgium, can find more information in our (online) Practical Information Package for incoming students.

Incoming staff: all the Incoming staff should be fully insured by their sending institution

F. 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:

Contact details	Website for information
stuvo@howest.be	http://www.stuvohowest.be/foreign-students

Incoming students can choose between two accommodation options:

The first option is only available if the application reaches us before the set deadlines:


1) help from Stuvo Howest (Howest Student Services) to search for accommodation:

After acceptance of the application, the student will be contacted by email by a Stuvo Howest colleague in case the student ticked this box. Their assistance consists of trying to match in the best way possible the accommodation need with the housing offer, mostly on the private market. Please take into account that students who do not react to the emails from Stuvo or drop the process cannot expect any type of 'emergency housing assistance' upon arrival.

2) search for accommodation by the student. (www.kotwest.be can be a help):

Students have to bear in mind that it is quite a challenge to find accommodation on their own, especially in Bruges or if they do not speak any Dutch. Howest cannot be expected to offer 'emergency housing assistance' upon arrival.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
B KORTRIJ 03	Ms Isabelle Pertry Head of the Howest International Office		



¹ Scanned signatures are accepted