



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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)
Aalborg Universitet	DK ALBORG01	Institutional Coordinator Gitte N. Jensen International Office gij@adm.aau.dk +45 9940 7501 Departmental Coordinator Bodil Stilling Blichfeldt blichfeldt@cgs.aau.dk	

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.

		Study Board: Cross-Cultural Studies	
Dokuz Eylul Universitesi	TR IZMIR01	1) Erasmus Institutional Coordinator Prof.Dr.Banu M.Banu DURUKAN SALI banu.durukan@deu.edu.tr Tel: +90 232 412 1659 2)Bilateral Agreement Contact Person Sevim Tufenk , MSc. sevim.tufenk@deu.edu.tr Tel: +90 232 4121652 3) School of RMF Tourism and Hotel Management Contact: Nil Sonuc nil.sonuc@deu.edu.tr nilsonuc@gmail.com Tel: +90 232 8126885	www.deu.edu.tr www.international.deu.edu.tr http://www.deu.edu.tr/ders-katalog/eng/Index.html http://web.deu.edu.tr/rmftioyo/indexeng.html http://web.deu.edu.tr/rmftioyo/akademikeng.html

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 *

[*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.]

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>)

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	Staff Mobility for Training
				[total number of days of teaching periods or average duration *]	
DK ALBORG 01	TR IZMIR01	1015	Tourism	5 days	5 days (min. 8 teaching hours)
TR IZMIR01	DK ALBORG 01	1015	Tourism	5 days	5 days (min. 8 teaching hours)

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
DK ALBORG 01		Danish	English		Danish C1 English B2
TR IZMIR01		Turkish	English		English 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	Autumn term*	Spring term*
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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>

[Erasmus code]	[month]	[month]
TR IZMIR01	Nomination: May 15th Application: June 15th	Nomination: November 15th Application: December 15th
DK ALBORG01	April 1 st	October 1 st

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

2. The receiving institution will send its decision within 1 week / DK ALBORG01: 6-8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks / DK ALBORG01: only upon request by the student after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The above mentioned parties agree to cooperate in the following activities 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 – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities. Cancellation of the agreement, additional activities and changes in mobility data can be made annually, if communicated before January 1st.

F. Information

1. Grading systems of the institutions

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.evlsa.gov.tr/en/

DK ALBORG01	<u>incoming- student@adm.aau.dk</u> +45 9940 7504	http://www.apply.aau.dk/how-to-apply-Erasmus-Erasmus-Mundus-student/residence-permit-visa/
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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
DK ALBORG01	<u>incoming- student@adm.aau.dk</u> +45 9940 7504	http://www.newstudents.aau.dk/postgraduate/aalborg/living-in-aalborg/


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
DK ALBORG01	Lene Møller lm@adm.aau.dk +45 9940 9658	http://www.newstudents.aau.dk/postgraduate/aalborg/accommodation/ - ONLY student accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
DK ALBORG 01	Lone Dirckinck-Holmfeld Dean, Faculty of Humanities	8/8-14	<i>Lone Dirckinck-Holmfeld</i>
TR IZMIR01	Prof.Dr.Recep Yaparel Vice Rector	01/09/14	

⁷ Scanned signatures are accepted

