



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/15 – 2020/21 between programme countries

Minimum requirements

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 (email, phone)	Website (eg. of the course catalogue)
Izmir University of Economics	TR IZMIR04	Mr. Ertan Koyuncu, MSC Director, Office of International Affairs Tel: +90 232 488 8405 E-mail: ertan.koyuncu@ieu.edu.tr Hülya İncekara, MBA Expert, Office of International Affairs E-mail: oiia@ieu.edu.tr Sakarya Cad. No:156, 35330 Balcova, Izmir, Turkey Tel: +90 232 488 83 50 , Fax: +90 232 279 26 26	Main web site: http://www.ieu.edu.tr/en ECTS Guide: http://ects.ieu.edu.tr/index.php?lang=en International Students: http://www.ieu.edu.tr/international/
Obuda University	HUBUDAPES16	Institutional coordinator Mrs. Mária Dudás Director of Centre for International Mobility Tavaszmező st. 17, H-1084 Budapest dudas.maria@rh.uni-obuda.hu Tel: +36 1 666 5050 Academic Contact: Dr. Livia Kokas Palicska Faculty Erasmus coordinator Doberdó st 6. H-1034 Budapest kokas.livia@rkk.uni-obuda.hu Tel : +36 1 666 5939 or 5937	http://erasmus.uni-obuda.hu/en/

B. Mobility numbers 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.

Student mobility (SM):

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 IZMIR04	HUBUDAPES 16	0212	Fashion, interior and industrial design	1 st	2 students x 5 months = 10	
HUBUDAPES 16	TR IZMIR04	0212	Fashion, interior and industrial design	1 st	2 students x 5 months = 10	

Staff mobility (ST):

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 IZMIR04	HUBUDAPES16	0212	Fashion, interior and industrial design	1 teaching staff/5 days (min. 8 hours teaching)	1 staff
HUBUDAPES16	TR IZMIR04	0212	Fashion, interior and industrial design	1 teaching staff/5 days (min. 8 hours teaching)	1 staff

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR04	All programs (except Law)	English	English	B2 English	B2 English
HUBUDAPES16		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 IZMIR04: <http://www.ieu.edu.tr/international/>

HU BUDAPES16: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the Centre for International Mobility: projectoffice@uni-obuda.hu

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 IZMIR04	June 30	December 15
HUBUDAPES16	15 May	20 November

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

- The receiving institution will send its **decision** within [5] weeks.
- A **Transcript of Records** will be issued by the receiving institution no later than [8] 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]
- Termination of the agreement
The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

Grading systems of the institutions

TR IZMIR04: <http://ects.ieu.edu.tr/idari.php?id=53>

SCORE	GRADE	COEFFICIENT	ECTS Grade
90-100	AA	4.0	A
85-89	BA	3.5	B*
80-84	BB	3.0	B*
75-79	CB	2.5	C*
70-74	CC	2.0	C*
65-69	DC	1.5	D
60-64	DD	1.0	E
50-59	FD	0.5	FX
49 and below	FF	0.0	F

HU BUDAPES 16: <http://erasmus.uni-obuda.hu/en/grading-system>

1. 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 IZMIR04	oia@ieu.edu.tr T: +90 232 488 83 50	http://www.ieu.edu.tr/international/practical.php
HUBUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	For Visa: http://konzuliszolgalat.kormany.hu/en For residence permit: http://www.bmbah.hu/jomla/index.php?lang=en

2. 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 IZMIR04	oia@ieu.edu.tr T: +90 232 488 83 50	http://www.ieu.edu.tr/international/practical.php
HUBUDAPES16	projectoffice@uni-obuda.hu , +36-1 6665051	http://www.oep.hu/oepdok/fajlok/e.pdf

3. 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 IZMIR04	oia@ieu.edu.tr T: +90 232 488 83 50	http://www.ieu.edu.tr/international/accomodation.php
HUBUDAPES16	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 ¹
TR IZMIR04	Ertan Koyuncu Director, Office of International Affairs	07.04.2014	 
HUBUDAPES16	Maria Dudas Director of Centre for International Mobility	02/04/2014	 

¹ Scanned signatures are accepted