



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)
HAROKOPIO UNIVERSITY Χαροκόπειο Πανεπιστήμιο Department of Geography	G KALLITH01	Συντονιστής ERASMUS - ECTS Τμήματος As. Prof. Stamatis Kalogirou Department of Geography Harokopio University skalo@hua.gr T.: +30 2109549163	www.hua.gr
		Dept. of International & Public Relations - ERASMUS Office erasmus@hua.gr T.: +30 210 9549 330 F.: +30 210 9577 050	
Istanbul Teknik Universitesi	TR ISTANBU04	Emel Kanbur, Inter-Institutional Agreements ITU Erasmus Office, Ayazaga Kampusu, Otomasyon Binasi, Kat :2 TR-34469 Maslak ISTANBUL / TURKEY Tel +90 212 285 71 83 / 84	General // http://www.itu.edu.tr/ For Incoming Students // http://www.eucentr

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.

		Fax +90 212 285 62 42 E-mail: erasmus@itu.edu.tr Departmental Coordinator Zeynep Günay gunayz@itu.edu.tr	e-eng.itu.edu.tr/ Course List // http://www.sis.itu.edu.tr/eng/curriculum/ Calendar// http://www.sis.itu.edu.tr/eng/calendar/
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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

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
G KALLITH01	TR ISTANBU04	0731	Architecture and Town Planning	1 st , 2 nd , 3 rd	2 x 10 months (=total 20)	No/only by individual agreement
TR ISTANBU04	G KALLITH01	0731	Architecture and Town Planning	1 st , 2 nd , 3 rd	2 x 10 months (=total 20)	No/only by individual agreement

* **ISCED-F codes 2013.**

Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

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 *
G KALLITH01	TR ISTANBU04	0731	Architecture and Town Planning	1 staff member (minimum 8 hours of teaching)	---
TR ISTANBU04	G KALLITH01	0731	Architecture and Town Planning	1 staff member (minimum 8 hours of teaching)	---

⁵ Mobility numbers can be given per sending/receiving institutions and per education field:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

* **ISCED-F codes 2013**

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]
G KALLITH01	TR ISTANBU04	Greek	English	B1 in Greek or B2 in English	
TR ISTANBU04	G KALLITH01	Turkish	English	B1 English language	B2 English language

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

D. Additional requirements

Set by Harokopio University (G KALLITH01):

- Related to STA - incoming: First contact before the mobility and the related arrangements should be done with the HUA's Faculty closer to the taught topic(s) or with the ECTS – ERASMUS Departmental Co-ordinator.
- Related to STT - incoming: First contact before the mobility and the related arrangements should be done either with the HUA's Faculty closer to the training topic, or with the ECTS – ERASMUS Departmental Co-ordinator, in case of Faculty's training, and with the ERASMUS Office, for administrative personnel.

Harokopio University welcomes disabled students and staff. The Departmental Co-ordinator should be informed by the partner about the support needs of a disabled student or member of staff three (3) weeks before the Application deadline.

ITU: <http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=11061>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
G KALLITH01	May, the 1st	November, the 15th
TR ISTANBU04	1 June	1 November

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

2. The receiving institution will send its decision within [5] weeks (G KALLITH01).

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>

3. A Transcript of Records will be issued by the receiving institution no later than [5 - G KALLITH01 & TR ISTANBU04] weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

set by G KALLITH01: Any modification in the clauses C - E.1. as well as unilateral termination of the agreement, will be notified to the other party at last on September the 15th of the year 20xx and will take effect from the next academic year, as of 15 September 20xx+1.

set by: Any modification in the clauses C - E.1. as well as unilateral termination of the agreement, will be notified to the other party at last on September the 15th of the year 20xx and will take effect from the next academic year, as of 15 September 20xx+1.

"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

G KALLITH01:	http://www.erasmus.hua.gr/index.php/en/grading-systems
TR ISTANBU04	http://www.eucentre-eng.itu.edu.tr/lcerik.aspx?sid=1520

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
G KALLITH01	Dept. of International and Public Relations, ERASMUS OFFICE Dr. E. DURIE, edurie@hua.gr erasmus@hua.gr T.: +30 210 9549 330 F.: +30 210 9577 050	Hellenic Republic–Ministry of Foreign Affairs http://www.mfa.gr/en/visas/
TR ISTANBU04	İlteriş Güçlüer/ erasmus@itu.edu.tr tel: +902122857183	http://www.eucentre-eng.itu.edu.tr/lcerik.aspx?sid=1520

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
G KALLITH01	Department of Academic Affairs - Students' care: Mrs. Aspasia Karamitsou T. : +30 210 9549 110 e-mail: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/healthcare European Health Insurance Card: http://ec.europa.eu/social/main.jsp?catId=509&langId=en
TR ISTANBU04	İlteriş Güçlüer/ erasmus@itu.edu.tr tel: +902122857183	http://www.eucentre- eng.itu.edu.tr/icerik.aspx?sid=1520

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
G KALLITH01	Department of Academic Affairs - Students' care: Mrs. Aspasia KARAMITSOU T. : +30 210 9549 110 e-mail: tacad.foitmer@hua.gr	http://www.hua.gr/index.php/en/housing advice: http://eclass.hua.gr/courses/UNI111/ http://www.esngreece.gr/ http://www.stayinathens.com/
TR ISTANBU04	İlteriş Güçlüer/ erasmus@itu.edu.tr tel: +902122857183	http://www.eucentre- eng.itu.edu.tr/icerik.aspx?sid=1520

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
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⁷ Scanned signatures are accepted

G KALLITH01	Prof. Evangelia Georgitsoyanni Vice-Rector of Academic Affairs and Personnel	09.09.2014	
TR ISTANBU04	Assoc. Prof. Elif Pehlivanoglu Mantaş ITU Erasmus/ ECTS/DS Institutional Coordinator	31.07.2014	