



Erasmus+ Programme

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

Inter-institutional agreement 2014-15 between programme countries

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)
The University of Greenwich International Partnerships Office Administrative Contact:	UK LONDON110	Sarah Heath, Partnership Division, P303, University of Greenwich, Medway Campus, Central Avenue, Chatham Maritime, Kent, ME4 4TB, U.K. Tel: +44 208 331 7952/7526 S.F.Heath@greenwich.ac.uk	http://www.gre.ac.uk/erasmus
Faculty of Science and Engineering Academic Contact		Ouahid Harireche University of Greenwich Central Avenue, Chatham Maritime, Kent, ME4 4TB, UK. Tel: +44 208 331 3787	

and

Izmir Institute of Technology	TR IZMIR 03	<p>Prof. Dr. Mehtap EMİRDAĞ EANES</p> <p>Address: İzmir Institute of Technology Office of International Relations İYTE Library Building</p> <p>Urla TR-35430 İzmir</p> <p>Email: erasmuskoordinator@iyte.edu.tr</p> <p>Telephone: + 90 (232) 750 7892</p>	<p>http://www.iyte.edu.tr/AnaSayfa.aspx?d=ENG</p>
<p>Administrative Contact:</p>		<p>Dr Gürsoy Turan</p> <p>Address: Insaat Mühendisligi Bölümü İzmir Yüksek Teknoloji Enstitüsü</p> <p>TR-35437 Gülbahçe-Urla</p> <p>Email: gursoyturan@iyte.edu.tr</p> <p>Telephone: +90 232 750 6804</p>	<p>www.iyte.edu.tr</p>
<p>Academic Contact</p>			

B. Mobility numbers per academic year (students)

[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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration]	
UK LONDON 110	TR IZMIR 03					
TR IZMIR 03	UK LONDON 110					

Mobility numbers per academic year (staff)

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]	
UK LONDON 110	TR IZMIR03	582	Civil Engineering	10 (2x5)	
TR IZMIR03	UK LONDON 110	582	Civil Engineering	10 (2x5)	

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]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UK LONDON 110	TR IZMIR03	English			
TR IZMIR 03	UK LONDON 110	English			

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

¹ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEF) 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.]

	Additional Requirements for incoming students or staff	Support for special needs and disabilities offered by the host institution
UK LONDON 110		The University of Greenwich would need to discuss specific needs with individual students and/or staff to confirm whether it could support a particular mobility period.
TR IZMIR 03		Izmir Institute of Technology has NO infrastructure to welcome students and staff with disabilities.

E. Calendar

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

Receiving institution (Erasmus code)	Autumn term [month]	Spring term [month]
UK LONDON 110	31 March	31 October
TR IZMIR 03	December 1st	June 1st

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (TBC) after the relevant Progression Award Board or relevant assessment process.
4. Termination of the agreement

If both institutions wish to terminate the Agreement before the completion of the period stated in the title of this Inter Institutional Agreement, such intention must be communicated to the other Institution with at least one calendar year's notice.

A unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 20XX and will only take effect as of 1 September 20XX+1.

Arrangements for termination must include provision for students registered at the host institution to complete their programmes of study within the normal period of registration.

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' guide². 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.]

Institution	Grading system information
UK LONDON 110	At the end of the student's Erasmus study period transcripts are sent to, and considered by, the relevant Progression Award Board within the student's School/Faculty at Greenwich. ECTS credits are mapped against the student's intended programme of study at the University in order to grant exemption for specific courses of study in the UK. This is in line with University assessment regulations. The University is investigating a conversion scale for grades for partner institutions which would be in line with other UK HEI institutions. General information on the University of Greenwich and ECTS is given at: http://www2.gre.ac.uk/students/international/erasmus/incoming/ects-and-grading .
TR IZMIR 03	http://ects.iyte.edu.tr/

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
UK London	international@gre.ac	http://www2.gre.ac.uk/students/international/internati

² http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

110	uk	onal-students/visas-and-immigration
TR IZMIR03	Ms. Özge Topcuoğlu Office: Office of International Relations Email: incoming-erasmus@iyte.edu.tr Telephone: + 90 232 750 78 91	http://ects.iyte.edu.tr/

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
UKLONDON110	insurance@gre.ac.uk	N/A
TR IZMIR03	Ms. Özge Topcuoğlu Office: Office of International Relations Email: incoming-erasmus@iyte.edu.tr Telephone: + 90 232 750 78 91	http://ects.iyte.edu.tr/

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
UK LONDON	Avery Hill Campus:	http://www2.gre.ac.uk/students/international/erasm

110	Ah.accommodation@gre.ac.uk	us/incoming/accommodation
	Medway Campus: Me.accommodation@gre.ac.uk	
	Greenwich Campus: Gr.accommodation@gre.ac.uk	
TR IZMIR03	Ms. Özge Topcuoğlu Office: Office of International Relations Email: incoming-erasmus@iyte.edu.tr Telephone: +90 232 750 78 91	http://ects.iyte.edu.tr/ <u>Please note that IYTE International Office will help incoming students for making a search to find both a permanent and temporary place to stay as a responsibility. However, if the students do not accept to stay at the place found by International Office then the Office has no more responsibility to make a further search about accommodation.</u>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
UK LONDON 110	Prof. Simon Jarvis Deputy Vice-Chancellor (Academic Development)	25/7/2014	
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice Rector	22-07 2014	



³ Scanned signatures are accepted