

Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
İzmir Yüksek Teknoloji Enstitüsü-IYTE [Izmir Institute of Technology-IZTECH] Department of Architecture	TR IZMIR03	Assoc.Prof. Mehtap Emirdağ Eanes erasmuskoordinator@iyte.edu.tr +90 232 750 7892 For incoming-students to IYTE: incoming-erasmus@iyte.edu.tr +90 232 750 78 91	www.iyte.edu.tr http://ects.iyte.edu.tr/
KU LEUVEN Faculty of Engineering Science	B LEUVEN01	Faculty Coordinator : Buyse Marie-Paule tel. : +32 16 328642 e-mail : mariepaule.buyse@eng.kuleuven.be Inst. Coordinator : Elke	Faculty Erasmus website : http://eng.kuleuven.be/english/education/internationalisation/Erasmus ECTS Information

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Timmermans tel. : +32 16 323767 e-mail : elke.timmermans@ int.kuleuven.be	package : http://www.kuleuven.be/education/ects/package.html
[...]			

B. Mobility numbers² 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 *
TR IZMIR03	B LEUVEN01	0732	Building and civil engineering	2 nd	6 (1*6)	
B LEUVEN01	TR IZMIR03	0732	Building and civil engineering	2 nd	1	

[*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.]

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	B	0731	Architecture	1 lecturer	

² 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>)

IZMIR03	LEUVEN01			3 weeks	
B LEUVEN01	TR IZMIR03				

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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR03		English	-	B1	B1
B LEUVEN01		English	Dutch	B2 – if needed language courses will be recommended	C1

For more details on the language of instruction recommendations, see http://www.kuleuven.be/admissions/language/lang_test

D. Additional requirements

TR IZMIR03: Izmir Institute of Technology has **NO** infrastructure to welcome students and staff with disabilities.

KU Leuven: All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/>

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website : <http://www.kuleuven.be/welcome/>

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute : http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php

The university also offers support for students with disabilities : <http://www.kuleuven.be/studentenvoorzieningen/studentwithdisability/index.html>

³ 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 IZMIRO3	June 1st	December 1st
B LEUVEN01	April 14 th The academic calendar can be found on http://www.kuleuven.be/english/about/	October 1 st The academic calendar can be found on http://www.kuleuven.be/english/about/

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

2. The receiving institution will send its decision within;

TR IZMIRO3: [5] weeks.

B LEUVEN01: 10 weeks

3. A Transcript of Records will be issued by the receiving institution no later than;

TR IZMIRO3: [5] weeks.

B LEUVEN01: 4 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]

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

TR IZMIRO3:

http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce

KU Leuven

<http://eng.kuleuven.be/english/education/internationalisation/Erasmus/ects-grading-system.pdf>

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. 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.]

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
TR IZMIR03	incoming- erasmus@iyte.edu.tr Tel: +90 232 750 78 91	http://ects.iyte.edu.tr/Aboutingilizce.aspx?m=1145
B LEUVEN 01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/admissions/travelling/visa.html

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.

⁴ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	<u>Insurance cover is not automatically provided.</u> http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&Islem=SigortaIngilizce
B LEUVEN01	Int. Adm. and Mobility Case Administrator http://www.kuleuven.be/admissions/contact/index.html	http://www.kuleuven.be/english/services/insurances/




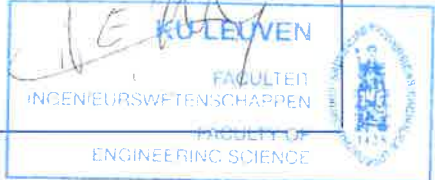
4. Housing

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
TR IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&Islem=BarinmaIngilizce
B LEUVEN01	housingservice@dsv.kuleuven.be tel.: +3216324400	http://www.kuleuven.be/studentenvoorzieningen/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice-Rector	06 - Feb 2014	 
B LEUVEN01	Prof. dr. ir. Michiel Steyaert, Dean Faculty of Engineering Science	31/01/2014	 

⁵ Scanned signatures are accepted