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# Erasmus+ Programme

## Key Action 1

### - Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional agreement 2015 – 2020

### 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, Erasmus Code, Postal Address and Website of the Institution	Contact Details
<p><u>National Technical University of Athens</u> Erasmus Code : G ATHINE 02</p> <p><u>European Education Programmes Office</u> 9, Iroon Polytechnelou str. 15780 Athens Greece</p> <p><a href="http://www.ntua.gr">www.ntua.gr</a></p>	<p><u>Institutional Coordinator:</u> Prof. Dimitrios Papantonis Deputy Rector for Academic Affairs <a href="mailto:papan@fluid.mech.ntua.gr">papan@fluid.mech.ntua.gr</a></p> <p><u>Administrative contact person:</u> Aristea Kapetanaki Head of the European Education Programmes Office Tel.: (+)30 210 7721017 Fax: (+)30 210 7721949 <a href="mailto:iroffice@central.ntua.gr">iroffice@central.ntua.gr</a></p> <p><u>Contact Details for Staff Mobility:</u> Vasiliki Thoma Tel.: (+)30 210 7721199 Fax: (+)30 210 7721949 <a href="mailto:vthoma@central.ntua.gr">vthoma@central.ntua.gr</a></p> <p><u>Contact Details for Student Mobility/Nomination:</u> Eleftheria Skordalaki Tel.: (+)30 210 7724172 Fax: (+)30 210 7721949 <a href="mailto:eeskorda@central.ntua.gr">eeskorda@central.ntua.gr</a></p>

<p><b>National Technical University of Athens School of Architecture</b></p> <p>Erasmus Office 42, Patission str. 10682 Athens Greece</p> <p><a href="http://www.arch.ntua.gr">www.arch.ntua.gr</a></p>	<p><b>Departmental Coordinator:</b> Irene Efessiou, Professor Tel.: (+)30 210 7723904 Fax: (+)30 210 7723898 <a href="mailto:irenefe@central.ntua.gr">irenefe@central.ntua.gr</a></p> <p><b>Academic Coordinator:</b> Panayotis Tournikiotis, Professor Tel.: (+)30 210 7723324 Fax: (+)30 210 7723319 <a href="mailto:tourni@central.ntua.gr">tourni@central.ntua.gr</a></p> <p><b>Erasmus Office (Staff and Student Mobility/Nomination):</b> Eleftheria Varouchaki Tel (+)30 210 7723834 Fax (+)30 210 7723873 <a href="mailto:elefthv@central.ntua.gr">elefthv@central.ntua.gr</a></p>
<p><b>Name, Erasmus Code, Postal Address and Website of the Institution</b></p>	<p><b>Contact Details</b></p>
<p>Izmir Yüksek Teknoloji Enstitüsü-İYTE [Izmir Institute of Technology-İZTECH]</p> <p>Gülbahçe Kampüsü Urla-İzmir 35430 Turkey</p> <p><a href="http://www.iyte.edu.tr">www.iyte.edu.tr</a></p> <p><b>Department of Architecture</b></p> <p>Erasmus Code: TR IZMIR03</p> <p><a href="http://arch.iyte.edu.tr">http://arch.iyte.edu.tr</a></p> <p><a href="http://ects.iyte.edu.tr">http://ects.iyte.edu.tr</a></p>	<p><b>Institutional Coordinator:</b> Prof. Mehtap Emirdağ <a href="mailto:erasmuskoordinatord@iyte.edu.tr">erasmuskoordinatord@iyte.edu.tr</a> +90 232 750 7892</p> <p><b>Departmental Coordinator:</b> Assist.Prof.Dr.Ebru Yılmaz Tel.: +90 232 7507158 Fax: +90 232 7507012 <a href="mailto:ebruyilmaz@iyte.edu.tr">ebruyilmaz@iyte.edu.tr</a></p> <p><b>Instructor Dr.Ulku İnceköse</b> Tel.: +90 232 7507158 Fax: +90 232 7507012 <a href="mailto:ulkuincekose@iyte.edu.tr">ulkuincekose@iyte.edu.tr</a></p>

## 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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle [1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of students [total number of students]	Number of student mobility periods [total number of months]
G ATHINE02	TR IZMIR03			1, 2, 3	3	30
TR IZMIR03	G ATHINE 02			1, 2, 3	3	30

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> [ISCED]	<b>Subject area name</b>	<b>Name</b>	<b>Staff mobility periods for teaching</b> <i>[total number of weeks of teaching periods]</i>	<b>Staff mobility periods for teaching</b> <i>[ours for week]</i>
G ATHINE 02	TR IZMIR03			(1) to be defined	1	8
TR IZMIR03	G ATHINE 02			(1) to be defined	1	8

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

### 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:

<b>Institution</b> [Erasmus code]	<b>Language required</b>	<b>Recommended language level</b>
G ATHINE 02	English	B1
TR IZMIR03	English	B1

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages is recommended (see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-refr> )

**At the School of Architecture NTUA :** There are not any courses given in English in the curriculum of the School, except for one which is organized every year especially for our Erasmus students, who usually find it very attractive. However, there is no requirement for exchange students to know Greek – on the contrary, a good level of English is recommended. Given that our Erasmus students very rarely can understand the language before coming to Athens, we always find alternative solutions for them. In all the project courses the work is done in small groups, so when the Erasmus students participate in the groups the corrections are done in English. Even if they wish (or must) choose purely theoretical courses (for example history or theory of architecture), based on conferences which they will not be able to understand - at least at the beginning - the professors give them international bibliography in a commonly understood language, as well as extra corrections if needed, and they are asked to prepare an essay working in a parallel, but not exactly the same, way as the Greek students do. The exchange students are not obliged to written texts or written exams in Greek. We must also notice in addition to these, that almost everybody -professors as well as students- speak English (and very often a second foreign language too, which usually is French, Spanish or German). Moreover, for those of the exchange students who wish to get familiar to the language, Greek language courses for

beginners and/or advanced students are organized, free of charge, every year during the fall semester.

## D. Calendar

### 1. Student application deadlines

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

Institution [Erasmus code]	Autumn term [month]	Spring term [month]
G ATHINE 02	September, 15	January, 15
TR IZMIR03	September, 15	February, 10

### NTUA School of Architecture

The documents necessary to apply for an Erasmus mobility to Athens School of Architecture are sent, after the nomination of the incoming students, to the students themselves as well as to the international offices of all our partner Universities. The filled-in documents should be sent back directly to the Erasmus office of the School, either by fax to the number 00 30 210 772 3873, or by e-mail to the address [elifthv@central.ntua.gr](mailto:elifthv@central.ntua.gr). Then, a letter of acceptance is sent both to the students and their home Universities.

Information material about our School, as well as about the study curriculum, can be found on [www.ntua.gr](http://www.ntua.gr) (site of the University) and [www.arch.ntua.gr](http://www.arch.ntua.gr) (site of the School). For information about the application procedure (documents : application forms, language courses and accommodation) please see at [www.ntua.gr/eep](http://www.ntua.gr/eep) (in English). For personalized information, details or any other request, please address an e-mail message to the Erasmus Office of the School of Architecture ([elifthv@central.ntua.gr](mailto:elifthv@central.ntua.gr)).

### 2. Letters of acceptance

NTUA, School of Architecture will send its decision no later than 4 weeks after the above mentioned deadline.

### 3. Transcript of Records

A Transcript of Records will be issued by NTUA, School of Architecture no later than 10 weeks after the assessment period has finished.

### 4. Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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".

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will

continue to fulfill its responsibilities to exchange students already registered at their institution until the completion of their particular exchange period.

## 5. Additional requirements/information

### Mobility flows

At NTUA, School of Architecture, student mobility numbers may be divided into separate semesters (each academic year is divided into two semesters - one semester is 13 weeks of teaching followed by 3 weeks of exams).

### Academic calendar

Exchange students are advised to be in Athens until 01.10 at the latest for a fall semester or whole year mobility, and until 15.02 at the latest for a spring semester mobility. They do not have to be present on campus until the very end of the semester, but can in most cases leave after the end of their final lectures or exams.

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
G ATHINE 02	October - February (including 13 weeks of teaching activity + 3 weeks of exams)	February - July (including 13 weeks of teaching activity + 3 weeks of exams)
TR IZMIR03	September - January (including 14 weeks of teaching activity + 2 weeks of exams)	September - June (including 14 weeks of teaching activity + 2 weeks of exams)

### International Welcome Week

An International Welcome Week is organized at the beginning of each semester. Participation is strongly recommended for all exchange students.

### Student Buddy System

ESN Greece organizes a Welcome Buddy System. Incoming students can opt for a buddy upon application.

## E. Information

### 1. Grading systems of the institutions

Institution [Erasmus code]	Website for information
G ATHINE 02	<a href="http://erasmus.ntua.gr/en/node/8">http://erasmus.ntua.gr/en/node/8</a>
TR IZMIR03	

NTUA marking system : 5.00 is the minimum required to pass a course, 10.00 is the best grade. Therefore : excellent (8.50 - 10.00), very good (6.50 - 8.49), good (5.00 - 6.49).

### 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]	Website and contact details for information
G ATHINE 02	<a href="http://ntua.esngreece.gr/content/survival-guide">http://ntua.esngreece.gr/content/survival-guide</a> Eleftheria Varouchaki, <a href="mailto:elefthv@central.ntua.gr">elefthv@central.ntua.gr</a> (for the NTUA School of Architecture)
TR IZMIR03	<a href="http://ects.iyte.edu.tr">http://ects.iyte.edu.tr</a> <a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> Tel: +90 232 750 78 91

### 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. Information and assistance can be provided by the following contact points and information sources :

Institution [Erasmus code]	Website and contact details for information
G ATHINE02	<a href="http://ntua.esngreece.gr/content/survival-guide">http://ntua.esngreece.gr/content/survival-guide</a> Eleftheria Varouchaki, <a href="mailto:elefthv@central.ntua.gr">elefthv@central.ntua.gr</a> (for the NTUA School of Architecture)
TR IZMIR03	<u>Insurance cover is not automatically provided.</u> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a> <a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> Tel: +90 232 750 78 91



### 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 contact points and information sources :

Institution [Erasmus code]	Website and contact details for information
G ATHINE02	<a href="http://ntua.esngreece.gr/content/accommodation">http://ntua.esngreece.gr/content/accommodation</a> Eleftheria Skordalaki, <a href="mailto:eeskorda@central.ntua.gr">eeskorda@central.ntua.gr</a> Eleftheria Varouchaki, <a href="mailto:elefthv@central.ntua.gr">elefthv@central.ntua.gr</a> (for the NTUA School of Architecture)
TR IZMIR03	<a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a> <a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> Tel: +90 232 750 78 91

### F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature

G ATHINE02	Prof. Dimitrios E. Papantonis Deputy Rector for Academic Affairs NTUA		 Papantli
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice-Rector	07-07 2015	 S Akkurt Prof. Dr. Sedat AKKURT Rektör Yardımcısı