



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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 of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details (address, email, phone)	Website (eg. of the course catalogue)
ISTANBUL SABAHATTIN ZAIM UNIVERSITY Halkalı merkez mah. Halkalı cad. No :2 Küçükçekmece / İstanbul 34303	TR ISTANBU41	İstanbul Sabahattin Zaim University IZU Erasmus Coordinator Metin Boşnak metin.bosnak@izu.edu.tr +90 212 692 89 73 Administrative contact: İstanbul Sabahattin Zaim University Erasmus Office email: erasmus@izu.edu.tr phone: 0212-692-88-33 Halkalı cad.Halkalı.34303 Küçükçekmece/ İstanbul	www.izu.edu.tr (Course Catalogue) http://www.izu.edu.tr/en-US/Pages/Faculties.aspx
		Faculty of Business and Managerial Sciences, Murat IŞIKER Business Administration Erasmus Departmental Coordinator murat.isiker@izu.edu.tr +902126929703 Halkalı cad.Halkalı.34303 Küçükçekmece/ İstanbul	

UNIVERSITA' DEGLI STUDI "GIUSTINO FORTUNATO"	I BENEVEN 04	Prof. Dr. PAOLO PALUMBO Erasmus Institutional Coordinator E-mail: p.palumbo@unifortunato.eu Viale Delcogliano, 12 – 82100 Benevento E.mai:international@unifortunato.eu Telefono: 0824 316057 Fax: 0824 351887 Numero Verde: 800 71 95 95	http://www.unifortunato.eu/corso-di-laurea/

B. Mobility numbers¹ per academic year

[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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU41	I BENEVEN 04	04	LAW Economy Business Administration (cv: law expert for Corporate, labor and public administ ration; in Economics and Company Management; Tourism Management and Sport)	1 st cycle, 2 nd cycle	2*6=12	0

¹ 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>)

I BENEVEN 04	TR ISTANBU41	04	LAW Economy Business Administration (cv: law expert for Corporate, labor and public administ ration; in Economics and Company Management; Tourism Management and Sport		2*6=12	0

[*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]	Subje ct area code * [ISCE D]	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 ISTANBU41	I BENEVEN 04				[2 STAFF= 14 days]
I BENEVEN 04	TR ISTANBU41				[2 STAFF= 14 days]

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU41		English	Turkish	B1	B2
I BENEVEN 04		ITALIAN	ENGLISH	B1	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

[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.]

TR ANTALYA 03: Application documents received after application deadlines will not be accepted. Link is provided on the first page for further information regarding the admission process and the additional requirements.

Partner Information:

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 ISTANBU41	Nomination deadline: 10 June Application deadline : 30 July	Nomination deadline: 15 November Application deadline : 30 December
I BENEVEN 04	Deadline for Nomination and Application 30 th of August *C classes Start and End Date: September 13 th - January 15 th	Deadline for Nomination and Application 30 th of December C classes Start and End Date: January 30 th - June 2 nd

² 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>

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than **5 weeks** after the assessment period has finished at the receiving HEL, given that the transcript form and all relevant course work documents have been submitted by the student.
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 Institution

Partner information about grading system:

30 cum laude	outstanding
30	excellent
29-28-27	very good to good
26-25-24-23	satisfactory to adequate
22-21 20-19	poor to barely adequate
18	minimum passing grade
<18	fail

TR ISTANBU41

4 point system	Letter Grade	<u>Definition</u>	IZU Grades	ECTS Letter Grade
4.00	AA	EXCELLENT	90 – 100	A
3.50	BA	VERY GOOD	85 - 89	B
3.00	BB	GOOD	80 – 84	B
2.50	CB	SATISFACTORY	75 – 79	C
2.00	CC	SUFFICIENT	70 – 74	C
1.50	DC	CONDITIONALLY	60 – 69	D
1.00	DD	CONDITIONALLY	50 – 59	E

0.50	FF	FAIL	40 - 49	FX
0.00	FD	FAIL	00 - 39	F
0.00	DZ	FAIL	00 - 00	F

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 ISTANBU41	IZU Erasmus Office erasmus@izu.edu.tr +90 212 692 88 33	http://www.izu.edu.tr/en-US/Default.aspx http://www.izu.edu.tr/en-US/io/life-in-turkey/1054/Page.aspx http://www.izu.edu.tr/en-US/io/life-in-istanbul/1055/Page.aspx
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortuna.to.eu	http://www.unifortuna.to.eu/servizi/relazioni-internazionali/

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
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TR ISTANBU41	IZU Erasmus Office erasmus@izu.edu.tr +90 212 692 88 33	http://www.izu.edu.tr/en-US/Default.aspx http://www.izu.edu.tr/en-US/io/life-in-turkey/1054/Page.aspx http://www.izu.edu.tr/en-US/io/life-in-istanbul/1055/Page.aspx
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortunato.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/


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 ISTANBU41	IZU Erasmus Office erasmus@izu.edu.tr +90 212 692 88 33	http://www.izu.edu.tr/en-US/io/izu-guesthouses/1224/Page.aspx
I BENEVEN 04	Prof. PAOLO PALUMBO E-mail: p.palumbo@unifortunato.eu	http://www.unifortunato.eu/servizi/relazioni-internazionali/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR ISTANBU41	Prof. Mehmet Bulut, Ph.D. Rector	23.01 2018	
I BENEVEN 04	Prof. Dott. Paolo Palumbo Erasmus Institutional Coordinator	26.01. 2018	