

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 details¹ (email, phone)	Website (eg. of the course catalogue)
ISTANBUL AREL UNIVERSITY	TR ISTANBU29	Prof. Dr. Ayşen Wolff Erasmus Institutional Coordinator aysenwolff@arel.edu.tr Türkoba Mahallesi Erguvan Sokak No:26 / K 34537 Tepekent – Büyükçekmece İstanbul-Türkiye Tel: +90 212 867 25 00 / 1132 Fax: +90 212 860 04 81	http://tinyurl.com/ndf63bd
UNIVERSITY OF UDINE <i>International Relations and</i>	I UDINE01	Claudia.schileo@uniu	http://www.uniud.it/internat

<p>Mobility Office v. Palladio, 8 33100 UDINE ITALY</p> <p>Academic contact: prof. Monica Colitti Monica.colitti@uniud.it</p>		<p>d.it outgoing mobility & Erasmus Studio Agreements Fax +39-0432-556229 phone: +39-0432-556221</p> <p>International Student Service iss@uniud.it incoming exchange mobility fax +39-0432-556496 phone +39-0432-556218/556497</p>	<p>ional-area/incoming-mobility</p> <p>general course catalogue: http://www.uniud.it/didattica/facolta</p> <p>courses held in english: http://www.uniud.it/international-area</p>
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B. Mobility numbers² 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.]

Student mobility for studies

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 ISTANBU29	I UDINE01	051	Biology and Biochemistry	1st	2 * 5 [10]	

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>)

I UDINE01	TR ISTANBU29	051	Biology and Biochemist ry	1st	2 * 5 [10]	

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

Staff mobility

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 ISTANBU29	I UDINE01	051	Biology and Biochemistry	2 [5] = 10	
I UDINE01	TR ISTANBU29	051	Biology and Biochemistry	1 [5] = 5	

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	Optional:	Language	Language	Recommended language of
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Institution [Erasmus code]	Subject area	of instruction 1	of instruction 2	Instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU29		English		B1	B2
I UDINE01		Italian	English	English 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

At the University of Udine:

The original transcript of records (no carbon copy is accepted) with the exams done by the Italian student can be given or sent directly to him/her OR to the International Relations and Mobility Office of I UDINE01.

The Learning Agreement or the changed Learning Agreement has to be given to the Italian student who will submit to the approval of the professor coordinator.

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site of I UDINE01:

-<http://www.uniud.it/international-area/incoming-mobility/Prolungamento%20periodo%20di%20studio%20-%20Extension%20study%20period/prolungamento-del-periodo-di-studio?lingua=eng>

- <http://www.uniud.it/international-area/incoming-mobility/modifiche-piano-di-studi-changes-to-original-proposed-learning-agreement/modifiche-piano-di-studi-learning-agreement?lingua=eng>

Istanbul Arel University welcomes students and staff with disabilities, together with their helpers and carers.

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 ISTANBU29	15 th January	15 th August

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>

I UDINE01	15 May (nomination letter)	30 September (nomination letter)
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2. Partner institution should send nominations by e-mail to international@arel.edu.tr
3. The receiving institution will send its decision within 2 weeks.
4. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
 - **I UDINE01** will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from I UDINE01.
 - Partner Universities have to send a detailed Erasmus nomination list by e-mail (to iss@uniud.it). **I UDINE01** cannot guarantee the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).
 - **I UDINE01** will send its decision (information package) within 8 weeks at the maximum from the reception of the nomination letter.
 - Erasmus incoming student at **I UDINE01** has to collect the Transcript of Records before leaving Udine, otherwise the Transcript of Records will be issued and sent by I UDINE01 no later than 5 weeks directly to the personal post address of the student.
5. Termination of the agreement

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 June 20XX will only take effect as of 1 June 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

Istanbul Arel University uses ECTS for transfer and accumulation. The university uses a letter grading system. Passing grades range from AA to DD for first-cycle (bachelor's) degrees while FF is a failing grade. For second-cycle (master's) degrees, passing grades range from AA to CC while DC, DD and FF are failing grades. For third-cycle (doctorate) degrees, passing grades range from AA to CB while CC, DC and FF are failing grades. One full academic year is 60 ECTS Credits and one semester is 30 ECTS Credits.

The numerical equivalents of the letter grades are as follows:

Grade Based on 4,00	Grade Based on 100	ISTANBUL AREL UNIVERSITY GRADE	ECTS GRADE
4,00 – 3,51	90 – 100	AA	A
3,50 – 3,01	85 – 89	BA	B
3,00 – 2,51	80 – 84	BB	
2,50 – 2,01	75 – 79	CB	C
2,00 – 1,51	70 – 74	CC	
1,50 – 1,01	60 – 69	DC	D
1,00 – 0,51	50 – 59	DD	E
0 – 0,50	0 – 49	FF	FX, F

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

Institution [Erasmus code]	WEB PAGE
I UDINE01	http://www.uniud.it/international-area/incoming-mobility/tabella-voti-ects-ects-labels/tabella-voti-ects?lingua=eng

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 ISTANBU29	<p>Erasmus Office</p> <p>Istanbul Arel University</p> <p>international@arel.edu.tr</p> <p>Tel: +90 212 867 25 00 / 1132</p> <p>Fax: +90 212 860 04 81</p>	http://www.turkishconsulate.org.uk/

I UDINE01	http://www.uniud.it/international-area/incoming-mobility/vivere-a-udine_living_in_udine/issue-renewal-of-residence-permit?lingua=eng
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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
TR ISTANBU29	<p><u>Erasmus Office</u> Istanbul Arel University international@arel.edu.tr Tel: +90 212 867 25 00 / 1132 Fax: +90 212 860 04 81</p>	http://tinyurl.com/q9y7q8h
I UDINE01		<p><i>At the University of Udine:</i> Non Eu students can provide personally to get a private insurance in order to obtain the VISA for the study period.</p> <p>Eu students can ask to the home authorities for the European Health Insurance ("TEAM") for the full Erasmus study period.</p>

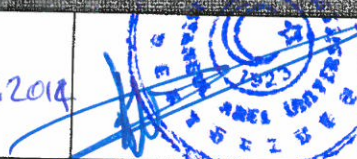

4. Housing

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 ISTANBU29	Erasmus Office Istanbul Arel University international@arel.edu.tr Tel: +90 212 867 25 00 / 1132 Fax: +90 212 860 04 81	http://tinyurl.com/q9y7g8h
I UDINE01		http://www.uniud.it/international-area/incoming-mobility/alloggio-a-udine/alloggio-a-udine?lingua=eng

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR ISTANBU29	Prof. Dr. Nihat Küçüksavaş Rector	9.01.2018	
I UDINE01	Vice Rector for International Mobility prof. M. Ballerini	12/12/13	

⁴ Scanned signatures are accepted