

Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 between institutions from programme and partner 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city	Name of the contact person Contact details (email, phone)	Website (eg. of the course catalogue)
Koç University, Turkey	TR ISTANBU17	Exchange Programs and Partnerships Team Office of International Programs Ms. Sedef Erçetin, Team Leader ICM Coordinator Tel: +90 212 338 12 99 E-mail: sercetin@ku.edu.tr For Incoming/Outgoing Exchange Programs Tel: +90 212 338 1802 E-Mail: kuapp@ku.edu.tr	http://vpaa.ku.edu.tr/course-lists/2161-oip https://www.ku.edu.tr/en/navigation/academic https://oip.ku.edu.tr/
St. Petersburg University	St. Petersburg	Erasmus+ Institutional Coordinator, Head of the International Academic Cooperation Department Ms Anna Porodina a.porodina@spbu.ru Phone: +7 (812) 328-75-62 Coordinator for staff, Ms Yuliya Medvedeva j.medvedeva@spbu.ru	http://spbu.ru ifea.spbu.ru

		Phone: +7 812 324 08 88 Departmental Coordinator International Office (room 207) Volkhovsky Pereulok, 1-3 199004 Saint-Petersburg, Russia Phone: +7 812 323 84 47 Coordinator for Outgoing students, Ms Anastasia Svidzinskaya a.svidzinskaya@gsom.pu.ru Coordinator for Incoming students, Ms Ekaterina Soloveva ekaterina.soloveva@gsom.pu.ru	www.gsom.pu.ru
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B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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*]
TR ISTANBU17	St Petersburg	0410	Business and administration	1 st , 2 nd and 3 rd cycle	5 students 5 month each
St Petersburg	TR ISTANBU17	0410	Business and administration	1 st , 2 nd and 3 rd cycle	5 students 5 month each

FROM⁷ [Erasmus code]	TO⁷ [Erasmus code or	Subject area	Subject area name	Number of staff mobility periods
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or city of the sending institution]	city of the receiving institution]	code * [ISCED 2013]	*	Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
TR ISTANBU17	St Petersburg	0410	Business and administration	3 x 5 days	2 x 5 days
St Petersburg	TR ISTANBU17	0410	Business and administration	3 x 5 days	2 x 5 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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
TR ISTANBU17		English		TOEFL: 550 PBT/ 80 IBT CEFR B2	TOEFL: 550 PBT/ 80 IBT CEFR B2
St Petersburg		Bach: Russian Master: English	Bach: English Master: English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with

transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

St. Petersburg University	TR ISTANBU17
(for up to date contact details, see web pages)	(for up to date information, see web pages)
Relevant requirements can be found in the latest Fact Sheet http://www.gsom.spbu.ru/en/gsom/international_general/documents/	Erasmus+ ICM students will meet the admission requirements of the host university https://oip.ku.edu.tr/?q=institutional-partners-list&type=396
There is an Introduction week prior to each semester. Incoming students are strongly recommended to participate in the orientation activities as it is the time when they are provided with vital information and proceed with their visa and registration in the city and University issues.	5 days prior to the start of the semester. KU organizes an orientation program each semester for welcoming incoming students. Incoming students are required to participate in the orientation program as they are provided with vital information on course registration, campus accommodation, health issues, KU's IT facilities and residence permit during the programme.
Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.	Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation. http://oip.ku.edu.tr/incoming/home
Students will be expected to abide by all regulations of their host institutions and by the laws of their host countries, including immigration policies. While the host university will assist exchange students, to the fullest extent possible, in obtaining visas and other documents required it will be the responsibility of the student to ensure they have appropriate documents in place prior to the enrolment. The Parties will ensure that this is expressly stated in writing to any student selected for participation in the exchange before such students have accepted a place at the host university and will make all relevant information available.	The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students
In case it is officially prescribed for a student to study under special conditions due to medical reasons, it must be supported upon the student's arrival by presenting to the International office an official medical document stating certain conditions to be taken into account. The document must be translated into Russian.	The home university will inform the host university previous to the exchange about any disabilities to ensure that relevant support can be put in place.

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
St. Petersburg	April 1 (students nominations) April 15 (students application)	October 15 (students nominations) October 25 (students application)

	For staff: No later than 1 month before mobility starts	For staff: No later than 1 month before mobility starts
TR ISTANBU17	Nomination & Application Deadline: May 31	Nomination & Application Deadline: November 30

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

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 **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

*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. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

G. Information

1.Grading systems of the institutions

TR ISTANBU17

Faculty members report their final grades in one of the letter-grade symbols:

A	4.00	Superior	90-100
A-	3.70	Superior	87-89
B+	3.30	Above Average +	83-86
B	3.00	Above Average	80-82
B-	2.70	Above Average -	77-79
C+	2.30	Average +	73-76
C	2.00	Average	70-72
C-	1.70	Average -	67-69
D+	1.30	Deficient +	64-66
D	1.00	Deficient	60-63
F	0.00	Fail	0-59

ECTS, Koç Credit Conversion Information

One Koç credit is equal to 2 ECTS. One course is three credits at Koç, which is equal to 6 ECTS. Students generally take five courses during the semester. Five courses is equal to 15 Koç credits; therefore 30 ECTS. At Koç, in general, one course lasts 150 minutes in a week. There are 17 weeks in a semester.

Additional Information available at:

<http://vpaa.ku.edu.tr/academic/teaching>

St. Petersburg University (in the field of Management):

There are two grading systems that are applied depending on the number of students enrolled for a course, there based on either a relative rating or an absolute scale.

The first one, the relative scale, is applied when there are more than 30 students enrolled for the course.

Russian scale		ECTS grading	
% of successful students normally achieving the grade	Grades	% of successful students normally achieving the grade	Grades
25%	Excellent (5)	10%	A
	Excellent (5)	25%	B
50%	Good (4)		B
	Good (4)	30%	C
	Good (4)	25%	D
25%	Satisfactory (3)		D
	Satisfactory (3)	10%	E
-	Failed	-	F

If the number of students in group is 30 students or less, the absolute scale applies (50 % – passing grade).

Points	RF Grades	ECTS Grades
90 – 100	Excellent (5)	A
85 – 89	Excellent (5)	B
83 – 84	Good (4)	B
75 – 82	Good (4)	C
71 – 74	Good (4)	D
65 – 70	Satisfactory (3)	D
50 – 64	Satisfactory (3)	E
< 50	Failed	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 or city]	Contact details (e-mail, phone)	Website for information
TR ISTANBU17	ico@ku.edu.tr	https://ico.ku.edu.tr/students/studentvisa
St. Petersburg	<p>Coordinator for incoming students Ms.Tatiana Skakunova t.skakunova@gsom.pu.ru +7 812 323 84 47</p> <p>Coordinator for staff, Ms Yuliya Medvedeva j.medvedeva@spbu.ru +7 812 324 08 88</p>	

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 or city]	Contact details (e-mail, phone)	Website for information
TR ISTANBU17	ico@ku.edu.tr	https://oip.ku.edu.tr/incoming/home/insurance
St. Petersburg	<p>Coordinator for incoming students Ms Ekaterina Soloveva ekaterina.soloveva@gsom.pu.ru +7 812 323 84 47</p> <p>Coordinator for staff, Ms Yuliya Medvedeva j.medvedeva@spbu.ru +7 812 324 08 88</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 or city]	Contact details (e-mail, phone)	Website for information
TR ISTANBU17	housing@ku.edu.tr	https://oip.ku.edu.tr/?q=housing
St. Petersburg	<p>Coordinator for incoming students</p> <p>Ms Ekaterina Soloveva ekaterina.soloveva@asom.pu.ru +7 812 323 84 47</p> <p>Coordinator for staff, Ms Yuliya Medvedeva i.medvedeva@spbu.ru +7 812 324 08 88</p>	

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
TR ISTANBU17	Dr Bilgen Bilgin, Institutional Coordinator	16.01.2017	
St. Petersburg	Sergey Andryushin, Deputy Rector for International Affairs	16.01.2017	