



Annex to Erasmus+ Inter-Institutional Agreement

1. Institutional Information

1.1 Institutional details

Name of the institution	BAHCESEHIR UNIVERSITY (Orj. Bahçeşehir University)
Erasmus Code	TR ISTANBU08
University Website	http://www.bau.edu.tr/
Exchange Programs	http://international.bahcesehir.edu.tr/exchange/
BAU Global	https://bauglobal.com/

1.2 Main contacts – International Relations Office

Contact person	Mr. Gurhan Kara
Responsibility	BAU Exchange Programs Director
Contact details	gurhan.kara@int.bau.edu.tr +90 212 381 01 51

Contact person	Mr.Selim Ovunc ALTINKOK
Responsibility	Erasmus+ Institutional Coordinator- Erasmus Outgoing Coordinator
Contact details	selimovunc.altinkok@int.bau.edu.tr +90 212 381 01 50

Contact person	Mr.Oguz Han Cansiz
Responsibility	Erasmus Incoming Coordinator, Erasmus Staff Mobility Coordinator
Contact details	oguzhan.cansiz@int.bau.edu.tr +90 212 381 01 95

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	English	B1
Staff Mobility for Teaching	Any	English	B1

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://euopass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

2.2. Additional requirements TR ISTANBU08 is able to receive students with disabilities. This can be discussed before each nomination.

2.3. Calendar

2.3.1 Nomination Deadlines:

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

Autumn term	May 1st
Spring term	November 1st

2.3.2. Decision Response

We will send our decision by email within 6 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 6 weeks after the assessment period has finished at our institution. *(It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines)*

2.3.4. Termination of Agreement

In the event of unilateral termination of this 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 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.

3. Additional information

3.1. Grading system

Grading information at TR ISTANBU08:

<u>LETTER GRADE</u>	<u>GPA</u>	<u>SCALE OF 100</u>	<u>ECTS GRADE</u>	<u>PERCENTAGE</u>	<u>DEFINITION</u>	<u>EXPLANATION</u>
A	4.00	90 -100	A	10 %	EXCELLENT	outstanding performance with only minor errors
A-	3.67	87 - 89	B	25 %	VERY GOOD	above the average standard but with some errors
B+	3.33	84 - 86	C	30 %	GOOD	generally sound work with a number of notable errors
B	3.00	80 - 83	D	25 %	AVERAGE	
B-	2.67	77 - 79				
C+	2.33	74 - 76				
C	2.00	70 - 73				
C-	1.67	67 - 69				

D+	1.33	64 - 66				fair but with significant shortcomings
D	1.00	60 - 63	E	10 %	PASS	performance meets the minimum criteria
I			FX		FAIL (INCOMPLETE)	Fail - some more work required before the credit can be awarded
F	0.00	59 and lower	F		FAIL	Fail - considerable further work is required

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Visa invitations will be automatically issued for those persons who need an entry visa for study purposes together with the acceptance letter.

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

Contact person	Oguz Han Cansiz
Responsibility	Incoming Coordinator
Contact details	oguzhan.cansiz@int.bau.edu.tr
Website	http://international.bahcesehir.edu.tr/student-visa-residence-permit/

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming student/staff of cases in which insurance cover is not automatically provided.

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

Contact person	Oguz Han Cansiz
Responsibility	Incoming Coordinator
Contact details	oguzhan.cansiz@int.bau.edu.tr
Website	http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Contact person	Oguz Han Cansiz
Responsibility	Incoming Coordinator
Contact details	oguzhan.cansiz@int.bau.edu.tr
Website	http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/accomodation/

