

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet of Istanbul Technical University

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	ISTANBUL TECHNICAL UNIVERSITY
Erasmus Code	TR ISTANBU04
EUC	
Institution website	<a href="http://www.itu.edu.tr/">http://www.itu.edu.tr/</a>
Online course catalogue	<a href="http://www.sis.itu.edu.tr/eng/curriculums/">http://www.sis.itu.edu.tr/eng/curriculums/</a>

#### 1.2. Main contacts

Contact person	Emel Kanbur
Responsibility	Inter-Institutional Agreements
Contact details	<a href="mailto:erasmus@itu.edu.tr">erasmus@itu.edu.tr</a>

Contact person	Zahide Berna Beycan, Cihan Çapçı
Responsibility	Ongoing Student Advisor
Contact details	<a href="mailto:erasmus@itu.edu.tr">erasmus@itu.edu.tr</a>

Contact person	İlteriş Güçlüer
Responsibility	Incoming Student Advisor
Contact details	<a href="mailto:erasmus@itu.edu.tr">erasmus@itu.edu.tr</a>

### 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	for all	TR, EN	B1
Staff mobility	or all	EN	B2

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

## 2.2. Additional requirements/information

The university welcomes students and staff with disabilities and offers the necessary facilities and support.  
Useful information:

Architecture students are supposed to send their portfolio including previous works within their application documents.

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

<b>Autumn term</b>	1 June
<b>Spring term</b>	1 November

### 2.3.2. Decision Response

We will send our decision within 4 weeks.

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the respective department.

### 2.3.4. Termination of 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. 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."

## 3. Additional information

### 3.1. Grading system

<http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520>

### 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.

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

<b>Contact person</b>	İlteriş Güçlüer
<b>Responsibility</b>	Incoming Student Advisor
<b>Contact details</b>	erasmus@itu.edu.tr tel: +902122857183
<b>Website</b>	<a href="http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520">http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520</a>

### 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 students/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:

<b>Contact person</b>	İlteriş Güçlüer	
<b>Responsibility</b>	Incoming Student Advisor	
<b>Contact details</b>	erasmus@itu.edu.tr tel: +902122857183	
<b>Website</b>	<a href="http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520">http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520</a>	

### 3.4. Housing

Our institution will guide incoming student/staff 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:

<b>Contact person</b>	İlteriş Güçlüer	
<b>Responsibility</b>	Incoming Student Advisor	
<b>Contact details</b>	erasmus@itu.edu.tr tel: +902122857183	
<b>Website</b>	<a href="http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520">http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520</a>	