

Istanbul 29 Mayis University Annex to Erasmus+ Inter-Institutional Agreement & Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	Istanbul 29 Mayis University
Erasmus Code	TR ISTANBU43
Institution website	https://international.29mayis.edu.tr/
Online course catalogue	http://ebs.29mayis.edu.tr/Pages/Home.aspx?lang=en-US

1.2. Main contacts

Contact person	Dr Oguzhan Goksel
Responsibility	Director of International Office
Contact details	erasmus@29mayis.edu.tr

Contact person	(Ms) Alime Senturk
Responsibility	Deputy Director of International Office
Contact details	asenturk@29mayis.edu.tr

Contact person	Professor Michalengelo Guida
Responsibility	Erasmus+ Institutional Coordinator & Dean of the Faculty of Economics and Administrative Sciences
Contact details	mguida@29mayis.edu.tr

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/B2 (depends on the degree program)
Staff Mobility for Teaching	Any	English	B1/B2 (depends on the degree program)

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

❖ For more details on the language of instruction recommendations at Istanbul 29 Mayis University, see the course catalogue of each department: <http://ebs.29mayis.edu.tr/Pages/Home.aspx?lang=en-US>

2.2. 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 contact our International Office for more information about the degree programs at Istanbul 29 Mayıs University and for queries related to welcoming students with disabilities: erasmus@29mayis.edu.tr

2.3. Calendar

2.3.1. Nomination Deadlines

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

Autumn term	30 th June
Spring term	15 th December

Application Process at Istanbul 29 Mayıs University

You must have been selected by your home university to join an Erasmus+ exchange program. To know how you can be selected by your home university, please visit your Erasmus/International Office and make sure that there is an Erasmus+ bilateral agreement among our universities.

If you have been selected, you should submit via email (erasmus@29mayis.edu.tr) the following documents:

- ❖ OFFICIAL TRANSCRIPT
- ❖ LANGUAGE PROFICIENCY TEST SCORE – if you have already had one
- ❖ LEARNING AGREEMENT
- ❖ COPY OF PASSPORT INFORMATION PAGES
- ❖ APPLICATION FORM

Please find more information and samples of the aforementioned documents on the following web page:

<https://international.29mayis.edu.tr/index.php?sayfa=sayfa&id=15>

2.3.2. Decision Response

We will send our decision within 2 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 4 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]

3. Additional information

3.1. Grading system

- ❖ Istanbul 29 Mayıs University uses a contact-based credit system in which the credits of a course correspond to the contact (lecture/seminar) hours. The grading system uses letter grades ranging from the highest grade AA (corresponding 4.00/4.00) to the failing grade FF (corresponding 0.00/4.00). From 2013 onwards, the European Credit Transfer System (ECTS) has been put in use as a parallel system, and the ECTS credits of the courses taken by the students are provided in the transcripts prepared by the Registrar. The grades and symbols that may appear on your transcript are explained in detail in the following web page: <https://international.29mayis.edu.tr/index.php?sayfa=sayfa&id=35>

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:

Contact person	Dr Oguzhan Goksel
Responsibility	Director of International Office
Contact details	erasmus@29mayis.edu.tr
Website	https://international.29mayis.edu.tr/index.php?sayfa=sayfa&id=34

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.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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:

Contact person	(Ms) Alime Senturk
Responsibility	Deputy Director of International Office
Contact details	asenturk@29mayis.edu.tr
Website	https://international.29mayis.edu.tr/index.php?sayfa=sayfa&id=30

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:

Contact person	(Ms) Alime Senturk
Responsibility	Deputy Director of International Office
Contact details	asenturk@29mayis.edu.tr
Website	https://international.29mayis.edu.tr/index.php?sayfa=sayfa&id=33