**ANNEX A TO THE ERASMUS+ INTER-INSTITIONAL AGREEMENT: INSTITUTIONAL FACTSHEET-**

**TED UNIVERSITY**

1. **Institutional Information**
	1. **Institutional details**

|  |  |
| --- | --- |
| **Name of the institution** | **TED University** |
| Erasmus Code | TR ANKARA18 |
| Institution website | [www.tedu.edu.tr](http://www.tedu.edu.tr)  |
| Online course catalogue | <http://www.tedu.edu.tr/sites/default/files/content_files/docs/genel/TEDU-Academic-Catalog.pdf> |

* 1. **Main contacts**

|  |  |
| --- | --- |
| **Contact person** | Zuhal Yeşilyurt Gündüz |
| **Responsibility** | Institutional Erasmus Coordinator, Departmental Coordinator for International Relations |
| **Contact details** | e-mail: zuhal.gunduz@tedu.edu.tr, Tel :+ 90 312 585 00 32Address : Ziya Gökalp Caddesi No : 48, Kolej- Ankara/ Turkey |

|  |  |
| --- | --- |
| **Contact person** | Gülece Şenel |
| **Responsibility** | International Programs Office Manager |
| **Contact details** | e-mail: erasmus@tedu.edu.tr, Tel :+90 312 585 01 31, Fax : +90 312 418 41 48 Address : Ziya Gökalp Caddesi No : 48, Kolej- Ankara/ Turkey |

**C. Recommended language skills according to the Common European Framework of Reference for Languages (CEFR)[[1]](#footnote-1)**

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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Receiving institution[Erasmus code]** | ***Optional: Subject area***  | **Languageof instruc­tion 1** | **Languageof instruc­tion 2** | **Recommended language of instruction level** |
| Student Mobility for Studies[*Minimum recommended level: B1*] | Staff Mobility for Teaching[*Minimum recommended level: B2*] |
| TR ANKARA18 | All Subjects | English | Turkish | B2 | B2 |

For more details on the language of instruction recommendations, see the course catalogue *[Link provided at the top].*

**D. Additional Requirements**

1. All information (rules, procedures, requirements etc.) and required documents about incoming students/ staff are available at: <http://ipo.tedu.edu.tr>. Students and staff are expected to follow this page and the indicated procedures.
2. The sending institution has to inform the departmental coordinator and the International Programs Office at TED University about nominated incoming students and verify that the students have been selected for the Student Mobility for Studies under the Erasmus+ Programme.
3. All applications must be submitted online at: <http://ipo.tedu.edu.tr>. Students are required to post: 1. the original signed and stamped copy of the application form, 2. learning agreement, 3. transcript of records, 4. a copy of health insurance, which is valid in Turkey, and 5. 1 passport size photo to TED University International Programs Office. Staffs are also required to fill in the application form and bring the original signed and stamped copy.
4. Incoming teaching staff must be individually accepted by the department that coordinates the bilateral agreement.
5. All incoming students must get a health insurance before they apply for visa. The insurance should be valid in Turkey for the duration of their stay.
6. Incoming students can apply to the Health Centre at TED University for minor health related issues. Students are treated free of charge.
7. Incoming students must attend the orientation week to take place prior to the start of each term.
8. Incoming students will be provided lunch for free of charge.
9. Students need to register for the regular courses until the end of the add-drop period, which falls within the first two weeks of the semester. Offered courses are listed at: <http://www.tedu.edu.tr/en/courses-offered>.
10. TED University has a campus which has some facilities for disabled people. Please inform the International Programs Office regarding the details of the disability before the mobility period starts.
11. In case of additional requirements with regards to academic, organisational or other aspects (e.g. students with special needs) please contact the International Programs Office: erasmus@tedu.edu.tr.

**E. Calendar**

1. Applications of the nominated students must reach TED University by:

|  |  |  |
| --- | --- | --- |
| **Receiving institution****[Erasmus code]** | **Autumn term****[month]** | **Spring term****[month]** |
| **TR ANKARA18 (application deadline)** | 15th May | 15th November |

*2.* TED University will send its decision via e-mail within 4 weeks after the end of the application deadline, provided that documents are complete.

3. A Transcript of Records will be issued by TED University no later than 5 weeks after the assessment period has finished.

4. Termination of the agreement

A unilateral decision to discontinue the exchanges notified to the other party by 1 November 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.

**F. Information**

**1. Grading systems of the institutions**

**TED University:**

TED University uses both ECTS and national grading system. Grading system at TED University:

<http://ipo.tedu.edu.tr>.

|  |  |  |  |
| --- | --- | --- | --- |
| Percentage | Letter Grades | Status | Grade Point |
| 90-100 | AA | Excellent | 4.00 |
| 85-89 | BA | Good- excellent | 3.50 |
| 80-84 | BB | Good | 3.00  |
| 75-79 | CB | Satisfactory-good | 2.50 |
| 70-74 | CC | Satisfactory | 2.00 |
| 60-69 | DC | Weak- satisfactory | 1.50 |
| 50-59 | DD | Weak | 1.00 |
| 49 and below | F | Failing | 0.00 |

Offered courses and their credits:

<http://www.tedu.edu.tr/en/courses-offered>

**2. Visa**

TED University 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 ANKARA18** | erasmus@tedu.edu.tr+90 312 585 01 31 | <http://ipo.tedu.edu.tr> |

**3. Insurance**

TED University will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

TED University 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 ANKARA18** | erasmus@tedu.edu.tr+90 312 585 01 31 | <http://ipo.tedu.edu.tr> |

**4. Housing**

TED University 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 ANKARA18** | erasmus@tedu.edu.tr+90 312 585 01 31 | <http://ipo.tedu.edu.tr> |

**Any changes to this Annex will be announced at the website:** <http://ipo.tedu.edu.tr>**.**

1. [*http://europass.cedefop.europa.eu/en/resources/european- language-levels-cefr*](http://europass.cedefop.europa.eu/en/resources/european-%20language-levels-cefr) . [↑](#footnote-ref-1)