



**Erasmus+ Programme  
Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility**

**Inter-institutional<sup>1</sup> agreement 2014-21<sup>2</sup>  
between programme countries  
[Minimum requirements]<sup>3</sup>**

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

**A. Information about higher education institutions**

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University  Department of Mechanical Engineering	TR ISTANBU07	Prof. Dr. Bayram Ali Ersoy <i>Institutional Coordinator</i> Tel: +90 212 383 56 50/55 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.yildiz.edu.tr">www.yildiz.edu.tr</a> <a href="http://www.eu.yildiz.edu.tr/en">www.eu.yildiz.edu.tr/en</a> Course Catalogue: <a href="http://www.bologna2018.yildiz.edu.tr">www.bologna2018.yildiz.edu.tr</a>
		Assoc. Prof. Dr. Özgen Açıkgoz <i>Departmental Coordinator for Outgoing Students</i> Tel: +90 212 383 2914 <i>OA</i> E-mail: <a href="mailto:ocikgoz@yildiz.edu.tr">ocikgoz@yildiz.edu.tr</a>	
		Assoc. Prof. Dr. Alper Uysal <i>Departmental Coordinator for Incoming Students</i> Tel: +90 212 383 2807 <i>EU</i> E-mail: <a href="mailto:auysal@yildiz.edu.tr">auysal@yildiz.edu.tr</a>	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Universidad de La Laguna	<b>E TENERIF01</b>	<p><b>Carmen Rubio Armendáriz</b> , ERASMUS Institutional Coordinator <a href="mailto:vicint@ull.edu.es">vicint@ull.edu.es</a>; Tel.: +34 922 31 96 32</p> <p><b>José María Balcells Herrera</b> (incomings, bilateral agreements, Teaching Staff Exchange, Staff Exchange) <a href="mailto:orincom@ull.edu.es">orincom@ull.edu.es</a>; Tel.: +34 922 31 95 26</p> <p><b>Juan Miguel Segovia Bonnet</b> (outgoings)  <a href="mailto:orisal@ull.edu.es">orisal@ull.edu.es</a>; Tel.: +34 922 31 95 28</p>	<p>ERASMUS incoming information:  <a href="https://www.ull.es/porta/erasmus/movilidad/erasmus-estudios-entrantes/">https://www.ull.es/porta/erasmus/movilidad/erasmus-estudios-entrantes/</a></p>
<b>Escuela Superior de Ingeniería y Tecnología</b>		<p>Isabel Teresa Martín Mateos <a href="mailto:itmartin@ull.es">itmartin@ull.es</a> +34922318246</p>	

### B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration* ]	Student Mobility for Traineeships *
TR ISTANBU07	<b>E TENERIF01</b>	071	Engineering and engineering trades	1 <sup>st</sup>	2x5	
<b>E TENERIF01</b>	TR ISTANBU07	071	Engineering and engineering trades)	1 <sup>st</sup>	2x5	

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching  [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
TR ISTANBU07	<b>E TENERIF01</b>	071	Engineering and engineering trades	2X7 Days	2X7 Days
<b>E TENERIF01</b>	TR ISTANBU07	071	Engineering and engineering trades	2x7 Days	2X7 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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	071	Turkish	English	B1	B2
E TENERIF01	071	Spanish		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. 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]

<sup>6</sup>For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
E TENERIF01	<a href="https://www.uil.es/portal/erasmus/movilidad/erasmus-estudios-entrantes/">https://www.uil.es/portal/erasmus/movilidad/erasmus-estudios-entrantes/</a>	

[\* to be adapted in case of a trimester system]

### E TENERIF01:

Partner institutions should send nominations to [incoming@ull.edu.es](mailto:incoming@ull.edu.es)

All nominated Erasmus students must send their Application Form and Learning Agreement to [incoming@ull.edu.es](mailto:incoming@ull.edu.es)

### TR ISTANBU07:

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module: <https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming students and staff with special needs.

2. The receiving institution will send its decision within 8 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 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

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year ahead should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>2</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

<sup>2</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

Receiving institution [Erasmus code]	Grading system
Please fill in the missing data	<a href="http://www.bologna2018.yildiz.edu.tr/index.php?r=institution/grading">http://www.bologna2018.yildiz.edu.tr/index.php?r=institution/grading</a>
E TENERIF01	<a href="https://www.ull.es/estudios-docencia/examenes/#sistema-de-calificacion">https://www.ull.es/estudios-docencia/examenes/#sistema-de-calificacion</a>

## **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]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178</a>
E TENERIF01		Please, contact the closest Spanish embassy

## **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]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178</a>
E TENERIF01		<a href="https://www.ull.es/seguros/#estudiantes">https://www.ull.es/seguros/#estudiantes</a>

## **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]	Contact details (email, phone)	Website for information

TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185</a>
E TENERIF01		<a href="https://www.ull.es/portal/erasmus/movilidad/erasmus-estudios-entrantes/#ull-halls-of-residence">https://www.ull.es/portal/erasmus/movilidad/erasmus-estudios-entrantes/#ull-halls-of-residence</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
TR ISTANBU07	Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	05.12.2018	
Universidad de La Laguna  E TENERIF01	Carmen Rubio Armendáriz , ERASMUS Institutional Coordinator	05/12/18	

<sup>8</sup>Scanned signatures are accepted