



1131E+1113

Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2017 between programme countries [Minimum requirements]²

The institutions named below agree to cooperate for the exchange of students 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 ³ (email, phone)	Website (eg. of the course catalogue)
University of Warsaw	PL WARSZAW01	International Relations Office Ms. Sylwia Salamon Erasmus+ Institutional Coordinator sylwia.salamon@adm.uw.edu.pl Tel: +48 22 55 24009	www.informatorects.uw.edu.pl/en
Faculty of Management	PL WARSZAW01	Katarzyna Dziewanowska, Ph.D. Erasmus+ Departmental Coordinator kdziewanowska@wz.uw.edu.pl Tel: +48 22 55 34 027	www.incomingstudents.wz.uw.edu.pl
Yildiz Technical University	TR ISTANBU07	European Union Office Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator erasmus@yildiz.edu.tr Tel: + 90 212 383 2069	www.eu.yildiz.edu.tr
Vocational College, Department of Economics and Administrative Programmes	TR ISTANBU07	Lect. Serpil Bardakci Departmental Erasmus Coordinator Tel: +90 212 285 0530-1692 E-mail: bardakci@yildiz.edu.tr	http://www.mys.yildiz.edu.tr/myaj/4/%C4%B0ktisadi-ve-%C4%B0dan-Programlar-8%C3%96-%C3%BC-%C3%BC/22

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ per 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]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]
PL WARSZAW01	TR ISTANBU07	34	Business and Administration	1 st , 2 nd	2/10
TR ISTANBU07	PL WARSZAW01	34	Business and Administration	1 st , 2 nd	2/10

{*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships. 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 }

C. Recommended languages skills – see Annexes A and B which are integral part of this agreement.

D. Additional requirements – see Annexes A and B which are integral part of this agreement.

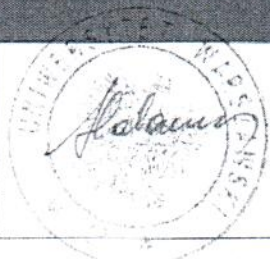
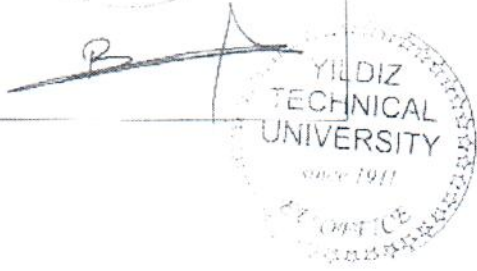
E. Calendar – see Annexes A and B which are integral part of this agreement

F. Information on: 1. grading system, 2. visa, 3. insurance, 4. housing – see Annexes A and B which are integral part of this agreement.

⁴ 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>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
University of Warsaw PL WARSZAW01	Sylvia Salamon Erasmus+ Institutional Coordinator	15.11 2013	
Yildiz Technical University TR ISTANBU07	Assoc.Prof.Dr.Bayram Ali Ersey Institutional Erasmus Coordinator		

⁵ Scanned signatures are accepted

Annex B to ERASMUS+ Inter-Institutional Agreement

Institutional Factsheet: TR ISTANBU07

9. Institutional Information

2.1. Institutional details

Name of the institution	YILDIZ TECHNICAL UNIVERSITY
Erasmus Code	TR ISTANBU07
EUC	222221
Institution website	www.yildiz.edu.tr
Online course catalogue	www.hologna.yildiz.edu.tr

2.2. Main contacts

Contact person	Assoc.Prof.Dr. Bayram Ali Ersoy
Responsibility	Institutional Erasmus Coordinator
Contact details	E-mail: erasmus@yildiz.edu.tr ; Tel: +90 212 383 2069

Contact person	Lect. Serpil Bardakçı
Responsibility	Departmental Erasmus Coordinator
Contact details	Tel: +90 212 285 0530-1692 E-mail: bardakci@yildiz.edu.tr

Contact person	
Responsibility	
Contact details	

Contact person	
Responsibility	
Contact details	

3. Detailed requirements and additional information

C. 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 according to CEFR
Student Mobility for Studies	Any	Turkish/English or language of instruction of the specific programme	B1
Staff Mobility for Teaching	Any	Turkish/English or language of instruction of the specific programme	B2

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>

D. Additional requirements

E. Calendar

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

Autumn term (please specify)	15 th May – 15 th July (Online Application Period)
Spring term (please specify)	15 th October – 15 th December (Online Application Period)

Decision Response: As receiving institution the University of XXX will send its decision within XXX weeks.

Transcripts of Records: A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished.

Termination of 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.

G. Additional information

A) Grading system:

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

B) 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	Related Turkish Consulate
Responsibility	
Contact details	
Website	http://www.konsolosluk.gov.tr/tr/en/start.aspx

C) 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/eets_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	Erasmus Office
Responsibility	
Contact details	incoming@yildiz.edu.tr
Website	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

D) 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	Erasmus Office
Responsibility	

Contact details	incoming@yildiz.edu.tr
Website	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodatio n