



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² between programme partners

Yildiz Technical University

and

Windesheim University of Applied Sciences

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 ³ (email, phone)	Website (eg. of the course catalogue)
Yildiz Technical University Davutpaşa Caddesi 34220 Esenier - Istanbul Türkiye	TR ISTANBU 07	Erasmus+ Institutional Coordinator Assoc.Prof.Dr. Bayram Ali Ersoy Tel.: +90 212 383 5650 E-mail: erasmus@yildiz.edu.tr Erasmus+ Departmental Coordinator Assoc.Prof.Dr. Abdurrahman Sahin Tel.: +90 212 383 5203 E-mail: abdsahin@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/ http://www.bologna.yildiz.edu.tr/
Windesheim University of Applied Sciences P.O. Box 10090 NL-8000 GB Zwolle The Netherlands	NL ZWOLLE 05	Erasmus+ Institutional Coordinator Mrs Miriam van Schaick-Agricola International Office-room C-085 Tel.: +31 88 469 9777 Internationaloffice@windesheim.nl Agreements Coordinator: Mrs Jannette van der Wal International Office – room C0.85 Tel.: +31 88 469 9777 Internationaloffice@windesheim.nl International Coordinator Engineering and ICT Division Mr Paul Touw – room T3.22 Tel.: +31 88 469 8815 p.touw@windesheim.nl	www.windesheiminternational.nl http://www.windesheiminternational.nl/study-programmes/exchange-programmes/engineering/ http://www.windesheiminternational.nl/study-programmes/exchange-programmes/engineering/

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

B. Mobility numbers⁴ 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]	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*]	Student Mobility for Traineeships *
TR ISTANBU07	NL ZWOLLE05	0732	Building and Civil Engineering	1st	3 (15 months)	
NL ZWOLLE05	TR ISTANBU07	0732	Building and Civil Engineering	1st	3 (15 months)	

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are 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	NL ZWOLLE05	0732	Building and Civil Engineering	1 (minimum 8 hours of teaching)	
NL ZWOLLE05	TR ISTANBU07	0732	Building and Civil Engineering	1 (minimum 8 hours of teaching)	

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>)

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
NL ZWOLLE05		English	Dutch	B2	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] [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

NL ZWOLLE 05 - The course 'Introduction to Windesheim' is compulsory for all international students. This course consists of several activities, including an introduction week, organised by Students United in the Netherlands (SUN) in collaboration with the International Office of Windesheim. Most activities take place in the evening and aim to familiarise with Dutch fellow students, (student) life in Zwolle, Dutch culture in general and academic life at Windesheim. An excursion forms part of this module and students have to give a presentation on the culture of their home country. See <http://www.windesheiminternational.nl/study-programmes/exchange-programmes/electives/introduction-to-windesheim-university/>

Windesheim University of Applied Sciences has the infrastructure to welcome students and staff with disabilities. See <http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/facilities-for-special-needs-students/>

TR ISTANBU07 - Exchange students are required to complete the online application (<http://www.ytuerasmus.yildiz.edu.tr>) by the deadlines and electronically attach the following documents: Application Form, Learning Agreement and Dormitory Application Form (if necessary).

The physical infrastructure and the living conditions at the Yildiz Technical University are aimed at providing a welcoming environment for the disabled students and staff members.

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

Welcome Activities: The YTU EU Office organizes an orientation program a week before the classes for the semesters start. The Erasmus Students' Network (<http://www.esnytu.org>) is an active partner.

⁵ 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>

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 MAY - 15 JULY	Online Application Period 15 OCTOBER-15 DECEMBER
NL ZWOLLE05	Nomination Deadline: 15 th May Deadline for sending application material: 1 st June	Nomination Deadline: 15 th October Deadline for sending application material: 1 st November

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

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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

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' guide⁶. 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.]

NL ZWOLLE05 –

<http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/credits-and-grading/>

TR ISTANBU07 – <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

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:

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	International Office-mail: incoming@yildiz.edu.tr Tel.: +90 212 383 20 69	http://www.konsolesluk.gov.tr/tr/en/start.aspx http://www.goc.gov.tr/main/Eng_3 https://e-ikamet.goc.gov.tr/
NL ZWOLLE05	International Office - Sheila Zwanenburg internationaloffice@windesheim.nl Tel.: +31 88 469 9777	http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/visa-service

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:



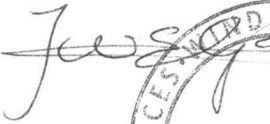

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	International Office-mail: incoming@yildiz.edu.tr Tel.: +90 212 383 20 69	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749 https://e-ikamet.goc.gov.tr/
NL ZWOLLE05	International Office internationaloffice@windesheim.nl Tel.: +31 88 469 9777	http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/insurance/

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	International Office-mail: incoming@yildiz.edu.tr Tel.: +90 212 383 20 69	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
NL ZWOLLE05	International Office internationaloffice@windesheim.nl Tel.: +31 88 469 9777	http://www.windesheiminternational.nl/about-windesheim/studying-at-windesheim/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR ISTANBU07	Assoc.Prof.Dr.Bayram Ali Ersoy, <i>Institutional Erasmus Coordinator</i>	1.9 DEC 2018	 
NL ZWOLLE05	Dr. Josephine Woltman Elpers, <i>Director Engineering and ICT Division</i>	16.1.17	 

⁷ Scanned signatures are accepted