



# Erasmus<sup>+</sup> Programme

## Inter-institutional agreement 2014-2021

### Higher Education Student and Staff Mobility – Mobility for learners and staff –

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus<sup>+</sup> programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus<sup>+</sup> programme sets extra criteria this Agreement will be reviewed.

#### A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details <sup>1</sup> (Name, E-mail, Phone)
<b>CHARLES UNIVERSITY IN PRAGUE</b> Faculty of Social Sciences Institute of International Studies	<b>CZ PRAHA07</b>	<b>Departmental contact person</b> Lukas Martin, Manager, International Office Faculty of Social Sciences Smetanovo nábřeží 6, 110 01 Praha 1, Czech Republic Tel.: +420-222112228, Fax: +420-222112270, E-mail: <a href="mailto:svoz@fsv.cuni.cz">svoz@fsv.cuni.cz</a>  <b>Erasmus Institutional Coordinator</b> Michal Marsalek, International Relations Office Ovocny trh 3/5, 116 36 Prague 1, Czech Republic Tel.: +420 224491310. Fax: +420 224229487 E-mail: <a href="mailto:michal.marsalek@ruk.cuni.cz">michal.marsalek@ruk.cuni.cz</a>
<b>YILDIZ TECHNICAL UNIVERSITY</b> Faculty of Econ. and Adm. sciences Department of Pol. Science and Int. Rel.	<b>TR ISTANBUL07</b>	<b>Departmental contact person</b> Cigdem Nas, Yıldız Teknik Üniversitesi, Yıldız kampüsü, H 119, Beşiktaş, İstanbul, +90 212 2709300 Fax: +90 212 2703022  <a href="mailto:cgdmnas@gmail.com">cgdmnas@gmail.com</a>  <b>Erasmus institutional coordinator:</b> Assoc. Prof. Dr. Bayram Ali Ersoy, AB Ofisi, Yıldız Teknik Üniversitesi Yıldız merkez kampüsü, Beşiktaş, İstanbul, Tel: +90 212 3832069, Fax: +90 212 2367192 <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>

#### B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>2</sup>	SMT <sup>3</sup>
CZ PRAHA07	TR ISTANBU07	313	International Relations/European Studies/Area Studies	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/20	2/20
TR ISTANBU07	CZ PRAHA07	313	International Relations/European	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2/20	2/20

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>2</sup> Student Mobility for Studies

<sup>3</sup> Student Mobility for Traineeship



			Studies/Area Studies			
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FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>4</sup>	STT <sup>5</sup>
CZ PRAHA07	TR ISTANBU07	313	International Relations/European Studies/Area Studies	1/10	1/10
TR ISTANBU07	CZ PRAHA07	313	International Relations/European Studies/Area Studies	1/10	1/10

### 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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07		English	Czech	B2	B2
TR ISTANBU07		Turkish	English	B2	B2

### D. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term <sup>6</sup> [month]	Summer term <sup>7</sup> [month]
CZ PRAHA07	June 15 <sup>th</sup>	October 31 <sup>st</sup>
TR ISTANBU07	July 15 <sup>th</sup>	December 15 <sup>th</sup>

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
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.
4. Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1<sup>st</sup>. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<sup>4</sup> Staff Mobility for Teaching

<sup>5</sup> Staff Mobility for Training

<sup>6</sup> To be adapted in case of a trimester system.

<sup>7</sup> To be adapted in case of a trimester system.



## E. Information

	CZ PRAHA07	TR ISTANBU07
WWW for Incoming Students	<a href="http://www.cuni.cz/UK-928.html">http://www.cuni.cz/UK-928.html</a>	<a href="http://www.eu.yildiz.edu.tr/eu/duyurular.php?id=54">http://www.eu.yildiz.edu.tr/eu/duyurular.php?id=54</a>
WWW Course Catalogue	<a href="http://www.cuni.cz/UK-2047.html">http://www.cuni.cz/UK-2047.html</a>	<a href="http://www.sbu.yildiz.edu.tr/en/category.php?id=16">http://www.sbu.yildiz.edu.tr/en/category.php?id=16</a>
Housing <sup>8</sup>	<a href="http://www.cuni.cz/UK-2073.html">http://www.cuni.cz/UK-2073.html</a>	<a href="http://www.eu.yildiz.edu.tr/eu/category.php?id=13">http://www.eu.yildiz.edu.tr/eu/category.php?id=13</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	incoming@yildiz.edu.tr
WWW Visa Information <sup>9</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="http://www.eu.yildiz.edu.tr/eu/category.php?id=13">http://www.eu.yildiz.edu.tr/eu/category.php?id=13</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	incoming@yildiz.edu.tr
WWW Insurance Information <sup>10</sup>	<a href="http://www.cuni.cz/UK-2045.html">http://www.cuni.cz/UK-2045.html</a>	<a href="http://www.eu.yildiz.edu.tr/eu/category.php?id=13">http://www.eu.yildiz.edu.tr/eu/category.php?id=13</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 710	incoming@yildiz.edu.tr
ECTS Users' Guide <sup>11</sup>	<a href="http://is.cuni.cz/studium/eng/predmety/index.php">http://is.cuni.cz/studium/eng/predmety/index.php</a>	<a href="http://www.eu.yildiz.edu.tr/eu/category.php?id=2">http://www.eu.yildiz.edu.tr/eu/category.php?id=2</a>
WWW Students and Staff with Disabilities	<a href="http://www.cuni.cz/UK-2049.html">http://www.cuni.cz/UK-2049.html</a>	<a href="http://www.eu.yildiz.edu.tr/eu/category.php?id=2">http://www.eu.yildiz.edu.tr/eu/category.php?id=2</a>
Contact details	<a href="mailto:erasmus@ruk.cuni.cz">erasmus@ruk.cuni.cz</a> +420 224 491 310	incoming@yildiz.edu.tr

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

Institution	Name function	Date	Signature Seal or Stamp <sup>12</sup>
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<sup>8</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>9</sup> 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 ECHE.

<sup>10</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>11</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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>12</sup> Scanned signatures, seals and stamps are accepted

CZ PRAHA07	Dr. Jakub Koncelik, Ph.D. Dean, Faculty of Social Sciences	04 -11- 2013	
TR ISTANBU07	Assoc. Prof. Dr. Bayram Ali Ersoy, Institutional Erasmus Coordinator	10 DEC 2013	