Erasmus+ Programme

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

Inter-institutional agreement 2014/2015-2016/2017
between programme countries

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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details2 (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| Yildiz Teknik Universitesi                               | TR ISTANBU07 | Institutional:
Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator)
Tel: +90 212 383 2069
E-mail: erasmus@yildiz.edu.tr | [Link](http://www.bologna.yildiz.edu.tr) |
|                                                         |              | Departmental Coordinator:
Assist. Prof. Dr. Emel Akyol
Tel.: +90 212 383 4763
Email: eakyol@yildiz.edu.tr | |
| UNIVERSITE DE MONS                                        | B MONS21     | Géraldine BERGER
ERASMUS Institutional Coordinator - International Office
Adress:
Place du Parc, 20 – 7000 Mons, Belgium
Tel: +32 65 32 36
Email: relint@umons.ac.be
geraldine.berger@umons.ac.be | [Link](http://portail.umons.ac.be/en2/pages/default.aspx) |

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

2 Contact details to reach the senior officer in charge of this agreement and of its possible updates.
B. Mobility numbers 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.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Study cycle</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU07</td>
<td>B MONS21 (524) 0711</td>
<td>Chemical Engineering &amp; Processes</td>
<td>3rd</td>
<td>24 (2 graduate students)</td>
<td></td>
</tr>
<tr>
<td>B MONS21</td>
<td>TR ISTANBU07 (524) 0711</td>
<td>Chemical Engineering &amp; Processes</td>
<td>3rd</td>
<td>9 (1 graduate student)</td>
<td></td>
</tr>
</tbody>
</table>

(*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 student/staff mobility periods or average duration can be indicated if relevant.*)

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU07</td>
<td>B MONS21 (524) 0711</td>
<td>Chemical Engineering &amp; Processes</td>
<td>14 (2 teachers, 8 hours/mission)</td>
<td>1</td>
</tr>
<tr>
<td>B MONS21</td>
<td>TR ISTANBU07 (524) 0711</td>
<td>Chemical Engineering &amp; Processes</td>
<td>5 (1 teacher, 8 hours/mission)</td>
<td>1</td>
</tr>
</tbody>
</table>

3 Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level[^4]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU07</td>
<td>0711</td>
<td>English</td>
<td>B1</td>
<td>B2</td>
</tr>
<tr>
<td>B MONS21</td>
<td>0711</td>
<td>French</td>
<td>B1</td>
<td>B2</td>
</tr>
</tbody>
</table>

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

B MONS21 offers free intensive classes of French for foreigners (Intensive classes during two weeks at the beginning of the semesters + regular classes all year long). These classes are free.

D. Additional requirements

TR ISTANBU07:

- Université de Mons (B MONS21)

UMONS has the infrastructure to welcome students and staff with disabilities.

http://portail. umons. ac. be/FR/universite/partenaires/lescedes/Pages/default. aspx

http://portail. umons. ac. be/FR/universite/admin/aff_academiques/Pedagogie_Qualite/cico/Pages/E
tudiantsbesoinsspecifiques. aspx

Welcome days are organised for incoming students and their participation is compulsory.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office:

[^4] 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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU07</td>
<td>Online Application Period&lt;br&gt;15th May-15th July</td>
<td>Online Application Period&lt;br&gt;15th October-15th December</td>
</tr>
<tr>
<td>B MONS21</td>
<td>May 31st</td>
<td>November 15th</td>
</tr>
</tbody>
</table>

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.

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 institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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

TR ISTANBU07:

Université de Mons (B MONS21):
https://portail.umons.ac.be/FR/universite/admin/aff_academiques/presentation_etude/Pages/credits.aspx

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU07</td>
<td><a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a></td>
<td><a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a></td>
</tr>
<tr>
<td>B MONS21</td>
<td>Cellule INCOMING, Service des Relations Internationales Email: <a href="mailto:relint@umons.ac.be">relint@umons.ac.be</a> Tel: +32/65/37 37 43</td>
<td><a href="http://diplomatie.belgium.be/en/services/travel_to_belgium/Students_in_Belgium/">http://diplomatie.belgium.be/en/services/travel_to_belgium/Students_in_Belgium/</a></td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU07</td>
<td><a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a></td>
<td><a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a></td>
</tr>
<tr>
<td>B MONS21</td>
<td>Cellule INCOMING, Service des Relations Internationales Email: <a href="mailto:relint@umons.ac.be">relint@umons.ac.be</a> Tel: +32/65/37 37 43</td>
<td><a href="https://portail.umons.ac.be/FN2/universite/admn/aff_academiques/international/incoming/Pages/Assurances.aspx">https://portail.umons.ac.be/FN2/universite/admn/aff_academiques/international/incoming/Pages/Assurances.aspx</a></td>
</tr>
</tbody>
</table>

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  
---|---|---
B MONS21  | Célula INCOMING, Service des Relations Internationales  
Email: reinfo@umons.ac.be  

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

| Institution [Erasmus code]  | Name, function  | Date  | Signature\(^5\)  
---|---|---|---
TR ISTANBU07  | Assoc. Prof. Dr. Bayram Ali ERSOY, Erasmus Institutional Coordinator  |  |  
B MONS21  | Géraldine BERGER, ERASMUS Institutional Coordinator  | 15/01/2014  |  

\(^5\) Scanned signatures are accepted