



# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a> <b>Departmental:</b> Erasmus Departmental Coordinator: Assist. Prof. Dr. Asuman Oktayer Faculty of Economics and Administrative Sciences E-mail : <a href="mailto:asumanoktayer@hotmail.com">asumanoktayer@hotmail.com</a> <a href="mailto:ytu.economics.erasmus@gmail.com">ytu.economics.erasmus@gmail.com</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
Università degli Studi di Macerata	I MACERAT01	<b>Institutional:</b> Erasmus Institutional Coordinator : Prof. Uoldelul CHELATI DIRAR <a href="mailto:uoldelul@unimc.it">uoldelul@unimc.it</a> ; <a href="mailto:cri@unimc.it">cri@unimc.it</a> Head of the International Office: Antonella TIBERTI Ufficio Rapporti Internazionali	University website <a href="http://www.unimc.it/it">http://www.unimc.it/it</a> Erasmus incoming home page <a href="http://www2">http://www2</a>

	Via pescheria vecchia, snc 62100 Macerata - Italia <a href="mailto:cri@unimc.it">cri@unimc.it</a> Tel. +39 0733 2586040 Fax +39 0733 2586039	<a href="http://unimc.it/cri/erasmus/in-entrata-incoming-students">unimc.it/cri/erasmus/in-entrata-incoming-students</a>
	<b>Departmental:</b> <b>Prof. Federico NICCOLINI</b> Erasmus departmental coordinator for <b>Economics</b> Department of Economics and Law Piazza Strambi, 1 - 62100 Macerata - Italia Phone + 39 0733 2583247 Fax +39 0733 25843205 e-mail : <a href="mailto:fniccolini@unimc.it">fniccolini@unimc.it</a>	Department home page <a href="http://economiaediritto.unimc.it/">http://economiaediritto.unimc.it/</a>

## B. Mobility numbers 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
TR ISTANBU07	I MACERAT01	314	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	10 (2*5)	Only by individual agreement
I MACERAT01	TR ISTANBU07	314	Economics	1 <sup>st</sup> , 2 <sup>nd</sup>	10 (2*5)	Only by individual agreement

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	Staff Mobility for Training
				[total number of days of teaching periods or	



average duration					
TR ISTANBU07	I MACERATO1	314	Economics	5 (1*5)	5 (1*5)
I MACERATO1	TR ISTANBU07	314	Economics	5 (1*5)	5 (1*5)

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
I MACERATO1		Italian	English (where indicated)	B1 Italian <sup>2</sup> B1 English	B1 Italian B1 English

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

#### TR ISTANBU07:

**I MACERATO1:** In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [cri@unimc.it](mailto:cri@unimc.it).

<sup>1</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>

<sup>2</sup> International students who cannot provide a certificate for Italian (B1 of the European Framework) should attend a 50-hour intensive course free of charge.

## 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
I MACERAT01	Nomination: as soon as you nominate the students, before 30 <sup>th</sup> June.  Application: 30 <sup>th</sup> June	Nomination: as soon as you nominate the students, before 30 <sup>th</sup> October.  Application: 30 <sup>th</sup> October

### TR ISTANBU07

2. The receiving institution will send its decision within [4] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [4] 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]*

### I MACERAT01:

2. Partner institutions should send their nominations by email (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus scholarship).  
**The UNIMC will send its decision within 4 weeks from the nominations.**  
The students accepted will receive a Welcome e-mail and useful information for their future stay at the University of Macerata.  
Then the students should apply according to the procedure given on:  
<http://www2.unimc.it/cr/erasmus/in-entrata-incoming-students/administrative-procedures/before-arrival>.  
The online application should be submitted by the students by the **30<sup>th</sup> of June** or **30<sup>th</sup> of October**.
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,** given that the transcript form and all relevant course work documents have been submitted by the student. The International Office will not be responsible for the delay of the registration of grades by each professor.

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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

#### TR ISTANBU07:

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

#### I MACERAT01:

<http://www2.unimc.it/ateneo/centri-di-ateneo/cri/erasmus/in-entrata-incoming-students/didattica-didactics/italian-university-system>

### 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:

<b>Institution</b> [[Erasmus code]]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
I MACERAT01	<a href="mailto:cri@unimc.it">cri@unimc.it</a>	<a href="http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/default.htm?LANG=EN">http://www.esteri.it/MAE/EN/Ministero/Servizi/Stranieri/IngressoSoggiornoInItalia/default.htm?LANG=EN</a> <a href="http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/police-registration">http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/police-registration</a>

### 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.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
I MACERAT01	cri@unimc.it	<a href="http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/italian-health-care-system">http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/practical-information/italian-health-care-system</a>

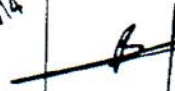
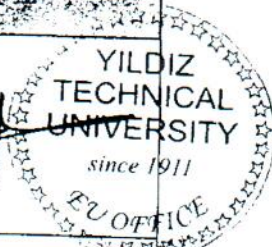
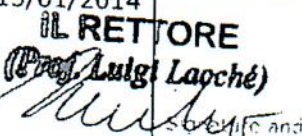

#### 4. Housing

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.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation</a>
I MACERAT01	cri@unimc.it	<a href="http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/accommodation">http://www2.unimc.it/cri/erasmus/in-entrata-incoming-students/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	11 FEB 2014	 
I MACERAT01	Prof. Luigi Lacchè, Rector	15/01/2014 IL RETTORE (Prof. Luigi Lacchè)	 

<sup>3</sup> Scanned signatures are accepted

