Erasmus+ Programme

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

Inter-institutional agreement 2017-2021
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	**Institutional:** Prof. Dr. Ali Rıza BÜYÜKUSLU (*Coordinator*) Tel: +90 212 383 5650 E-mail: erasmus@yildiz.edu.tr **Departmental:** Assoc. Prof. Dr. Murat SARI *Mathematics* Tel: +90 212 383 4360 E-mail: sarim@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
Technische Universität Wien	A WIEN02	**Institutional:** Mr. Andreas Zemann *International Office* andreas.zemann@tuwien.ac.at +43 1 5880141552 **Exchanges:** exchangein@tuwien.ac.at **Departmental:** Univ. Prof. Dr. Karl Grill	www.tuwien.ac.at/international https://tiss.tuwien.ac.at/curriculum

		Institute of Statistics and Mathematical Methods in Economics Karl.grill@tuwien.ac.at	

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, 1st, 2nd or 3rd]	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	A WIEN02	541	Mathematics	1st 2nd	2 students*10 months (20 months)	Only by individual agreement
A WIEN02	TR ISTANBU07	541	Mathematics	1st 2nd	1 student * 10 months	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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training
TR ISTANBU07	A WIEN02	541	Mathematics	1 * 5 days	TR ISTANBU07
A WIEN02	TR ISTANBU07	541	Mathematics	1 * 5 days	A WIEN02

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 [1]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
A WIEN02		German	English	B1	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

TR ISTANBU07:

A WIEN02: Special services for disabled students are offered by TUW Teaching Support Centre. http://www.tuwien.ac.at/barrierefrei/

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 15th May-15th July	Online Application Period 15th October-15th December
A WIEN02	31st May	15th December

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*

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[1]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

normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

A WIEN02

1. Erasmus applications for incoming students on-line https://tiss.tuwien.ac.at/mobility

2. TU Wien will send its invitation letter within 4 weeks after the official nomination of the candidate by the home institution.

3. Students can download and print out their official Transcript of Records from "TU Wien Information Services" (TISS) within 5 weeks after the exam.

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

A WIEN02:

Austrian grade	ECTS grade	Translation
sehr gut (1)	A	very good – outstanding performance
gut (2)	B	good – generally sound work with some minor errors
befriedigend (3)	C	satisfactory – fair but with significant shortcomings
genügend (4)	D/E	sufficient – performance meets the minimum criteria
nicht genügend (5)	F/FX	fail

2. Visa and Residence Permit

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.goc.gov.tr/main/Eng_3 https://e-ikamet.goc.gov.tr/
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international

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	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749 https://e-ikamet.goc.gov.tr/
A WIEN02	exchangein@tuwien.ac.at	www.tuwien.ac.at/international

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 WIEN02	exchangein@tuwien.ac.at	www.housing.oead.at www.tuwien.ac.at/international

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[2]
TR ISTANBU07	Prof. Dr. Ali Rıza BÜYÜKUSLU *Coordinator*	30.11.2017	
A WIEN02	Andreas Zemann *Head of International Office*	27.11.2017	

[2]Scanned signatures are accepted

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