



Erasmus+ Programme

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

Inter-institutional agreement 2017/18 – 2020/21 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)
YILDIZ TECHNICAL UNIVERSITY	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Erasmus Institutional Coordinator</i>) Tel: +90 212 383 5650 E-mail: erasmus@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/
FACULTY OF CIVIL ENGINEERING / DEPARTMENT OF CIVIL ENGINEERING		Departmental: Assoc.Prof.Dr. Abdurrahman Sahin (<i>Erasmus Departmental Coordinator</i>) Tel: +90 212 383 5203 E-mail: abdsahin@yildiz.edu.tr	
BRNO UNIVERSITY OF TECHNOLOGY	CZ BRN001	Institutional: Bc. Tomas Lady, Antoninska 1, 601 90 Brno, Czech Republic. ☎ : +420 541 145 145 145 📠 : +420 541 145 115 📧 : lady@ro.vutbr.cz	www.vutbr.cz
FACULTY OF CIVIL ENGINEERING		Departmental: Josef Remes Remes.j@fce.vutbr.cz Administrative contact: Ludmila Zelinková, International Office,	

		BUT Faculty of Civil Engineering, Veveří 331/95, 602 00 Brno, Czech Republic tel.: +420 54114 7130, Email: zelinkova.l@fce.vutbr.cz	http://www.fce.vutbr.cz/en_2014/zahranici/obecne.asp
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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 st , 2 nd or 3 rd]	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	CZ BRN001	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	4x5=20	N.A.
CZ BRN001	TR ISTANBU07	0732	Building and Civil Engineering	1 st , 2 nd , 3 rd	3x6=18	N.A.

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	CZ BRN001	0732	Building and Civil Engineering	1 teacher 1 week 8h.	1 person 1 week
CZ BRN001	TR ISTANBU07	0732	Building and Civil Engineering	1 teacher 1 week 8h.	1 person 1 week

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
CZ BRN001		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:

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.

¹For 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>

CZ BRN001: Programmes and courses that are offered for exchange students are open to qualified students, nominated by their home university as exchange students; students are required to arrive in time for the beginning of the semester.

Welcome Activities: The Brno University of Technology organizes an orientation program a week before the classes for the semesters start.

Faculty of Civil Engineering of BUT has barrier free access; students on wheelchair can attend courses at the faculty. We can guarantee individual approach to such a student. Acceptance and further arrangements need to be agreed in advance.

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 th May-15 th July	Online Application Period 15 th October-15 th December
CZ BRN001	May 31 st	November 15 th

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. The host university will report the transcript of records from each visiting student to the home university using the English language.

[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

TR ISTANBU07:

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

CZ BRN001:

Brno University of Technology uses the ECTS grading scale – more information is available on the following links

<http://www.vutbr.cz/en/studies/ects-catalogue/ects-credit-allocation-based-on-the-student>

<http://www.vutbr.cz/en/studies/ects-catalogue/main-university-regulations>

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	EU office e-mail: incoming@yildiz.edu.tr Tel: +90 212 3832069	http://www.goc.gov.tr/main/Eng_3 https://e-ikamet.goc.gov.tr/
CZ BRN001	Anna Pospíšilová Pospisilova.a@fce.vutbr.cz +420 54114 7133	http://www.vutbr.cz/en/studies/information-on-visa http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx

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	EU office e-mail: incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

	Tel: +90 212 3832069	https://e-ikamet.goc.gov.tr/
CZ BRN001	Anna Pospíšilová Pospisilova.a@fce.vutbr.cz +420 54114 7133	European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559 http://www.vutbr.cz/en/studies/ects-catalogue/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	EU office e-mail: incoming@yildiz.edu.tr Tel: +90 212 3832069	http://www.eu.yildiz.edu.tr/en/sayfa/8/Erasmus-Student-Network/185
CZ BRN001	ubytovatelky@skm.vutbr.cz	http://www.kam.vutbr.cz/english/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	22.02.2017	
CZ BRN001	prof. Ing. Rostislav Drochytka, CSc., MBA Dean	- 3 -01- 2017	

²Scanned signatures are accepted