



Erasmus+ Programme

Key Action 1

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

Inter-institutional¹ agreement

2014/2015 - 2020/2021²
between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (e.g. of the course catalogue)
University of West Bohemia Faculty of Economics	CZ PLZEN01	Departmental coordinator: Ing. Lenka Čechurová, Faculty of Economics UWB, Husova 11, 306 14 Plzen, Czech Republic Tel.: +420-377 633 320 E-mail: lcechuro@kmo.zcu.cz	http://www.zcu.cz/en/ects/ http://www.fek.zcu.cz/en/vztahy.php

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Institutional Coordinator: Mgr. Jana Ovsjanniková International Office UWB Univerzitní 20 306 14 Plzeň Czech Republic Tel. : +420-377 635 773 E-mail: erasmus@service.zcu.cz	
Yildiz Technical University Istanbul Faculty of Economic and Administrative Sciences	TR ISTANBU07	Departmental coordinator: Lect.Serpil Bardakçi  Tel.: +902122850530/1692 Email: bardakci@yildiz.edu.tr Institutional coordinator: Assoc.Prof.Dr.Bayram Ali Ersoy www.eu.yildiz.edu.tr Tel: +902123832069 E-mail: erasmus@yildiz.edu.tr	http://www.yildiz.edu.tr/ http://www.myo.yildiz.edu.tr/myo/4/İktisadi-ve-İdari-Programlar-Bölümü/22
[...]			

B. Mobility numbers⁵ 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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	*	*	1 st , 2 nd or 3 rd	Student Mobility for Studies	Student Mobility for Traineeships
		[ISCED]		*		*
					[total number of months of the study periods for 1 ac. year*]	

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

CZ PLZEN01	TR ISTANBU07	340	Business Studies	1 st , 2 nd	2 students, 2 x 10 mts/st. Sum=20 months	
TR ISTANBU07	CZ PLZEN01	340	Business Studies	1 st , 2 nd	2 students, 2 x 10 mts/st. Sum=20 months	

[*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 the student/staff mobility periods or average duration can be indicated if relevant.]

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 *]	
CZ PLZEN01	TR ISTANBU07	340	Business Studies	5 days	
TR ISTANBU07	CZ PLZEN01	340	Business Studies	5 days	

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶ Student Mobility for Studies [Minimum recommended level: B1] Staff Mobility for Teaching [Minimum recommended level: B2]	
CZ PLZEN01	340	EN	CZ	B2	B2
TR ISTANBU07	340	EN	TR	B1-B2	B2

For more details on the language of instruction recommendations, see the course catalogue

⁶ 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>

of each institution *[Links provided on the first page]*.

D. Additional requirements

CZ PLZEN01:

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

TR ISTANBU07:

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

incoming@yildiz.edu.tr

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ PLZEN01	1 st of May	1 st of November
TR ISTANBU07	15 th May-15 th July	15 th October-15 th December

[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

CZ PLZEN01:
<http://www.zcu.cz/en/study/>

TR ISTANBU07:

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

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
TR ISTANBU07	Related Turkish Consulate	http://www.konsolosluk.gov.tr/tr/en/start.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
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

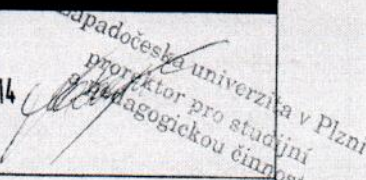

4. Housing

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 on [Erasmus code]	Contact details (email, phone)	Website for information
CZ PLZEN01	erasmus@service.zcu.cz	http://international.zcu.cz/
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/Index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
CZ PLZEN01	Doc. PaedDr. Jaroslav Dokoupil, Ph.D. Vice-rector for academic affairs	19-03-2014	 pedagožská univerzita v Plzni prorektor pro studijní a pedagogickou činnost
TR ISTANBU07	Assoc.Prof.Dr.Bayram Ali Ersoy Institutional Erasmus Coordinator	13.11.2014	 YILDIZ TECHNICAL UNIVERSITY since 1911

⁷ Scanned signatures are accepted