



Erasmus+ Programme

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

Inter-institutional agreement 2015-20[21] **between programme countries**

[Minimum requirements]¹

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 details² (email, phone)	Website (eg. of the course catalogue)
UNIVERSITAT DE GIRONA	E GIRONA02	International Relations Office Contact person : Mrs. Elisabeth Moya Plaça Sant Domènec, 3 17071 Girona, SPAIN Tel: +34 972 418075 Fax: +34 972 418031 E-mail: elisabeth.moya@udg.edu	http://www.udg.edu/internacional

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

		<p>Escola Universitària ERAM, centre adscrit a UdG</p> <p>Mrs. Carolina Martínez Head of International Relations</p> <p>Edifici Kropotkin, 1er pis Factoria Cultural Coma- Cros C. Sant Antoni, 1 E17190 - Salt</p> <p>tel. +34 972 402 258</p> <p>mail. international@eram.cat</p>	<p>http://en.eram.cat/</p>
YILDIZ TEKNİK UNIV.	TR ISTANBU07	<p>AB Ofisi Koordinatörlüğü</p> <p>Contact person:</p> <p>ProfDr Bayram Ali Ersoy</p> <p>Rektörlük Binası 34349 Yıldız, Besiktas- Istanbul TURQUIA</p> <p>Tel.: +902123832069</p> <p>Fax: +902122367192</p> <p>E-mail: erasmus@yildiz.edu.tr</p> <p>Departmental:</p> <p>Lecturer Murat Toprak</p> <p>Tel.: +905362768966</p> <p>mtoprak@yildiz.edu.tr</p>	<p>http://www.eu.yildiz.edu.tr</p>

B. Mobility numbers³ 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.

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 mobility	student periods
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships *
E GIRONA02	TR ISTANBU07	0211	Audio-visual techniques and media production	BA	27m=9m*3st	
TR ISTANBU07	E GIRONA02	0211	Audio-visual techniques and media production	BA	27m=9m*3st	

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Number of mobility	staff periods
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E GIRONA02	TR ISTANBU07	0211	Audio-visual techniques and media production	10d=5d*2ts	
TR ISTANBU07	E GIRONA02	0211	Audio-visual techniques and media production	10d=5d*2ts	

³ 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>)

All nominated students must have a Spanish B1 or Catalan B1 language certificate to submit Universitat de Girona.

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E GIRONA02		Spanish B1	XXXXXX Catalan B1 <i>i.O.A.</i>		B2
TR ISTANBU07		Turkish	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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E GIRONA02	June 15 th	November 15 th

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>

TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December
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2.- Universitat de Girona will send its decision within 2 weeks from the student's application date.

3.-Transcript of records

Universitat de Girona issues the Transcript of Records according to the final mark submission date. That means:

For the 1st semester students (Autumn term, from Sept. to February): 1st half of March

For the 2nd semester students (Spring term, from February to June): 1st half of July

For the whole academic year (from Sept. to June 2014): 1st half of July

Yildiz Technical University: 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]*

4. Termination of the agreement

In the event of unilateral termination of the agreement, 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. "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

E GIRONA02

In the Spanish university system, ratings are based on the total score of 10 points, with one decimal allowed, obtained by the student in each subject, according to the following scale:

Fail (SS): 0-4,9.

Pass (AP): 5 to 6.9.

Good (NT): 7 to 8.9.

Excellent (SB): 9-10.

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Honors: involves having obtained more outstanding special mention. They only may be awarded to students who have achieved a score equal to or greater than 9.0

A subject is considered overcome from Pass (5).

ECTS: <http://www.udg.edu/tabid/17562/language/ca-ES/Default.aspx>

TR ISTANBU07:

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

2. Visa

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E GIRONA02	Email: incoming.ore@udg.edu Phone: +34-972418028	http://www.udg.edu/tabid/17585/language/en-US/Default.aspx
TR ISTANBU07	incoming@yildiz.edu.tr	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
E GIRONA02	Email: incoming.ore@udg.edu Phone: +34-972418028	http://www.udg.edu/tabid/17585/language/en-US/Default.aspx
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 [Erasmus code]	Contact details (email, phone)	Website for information
E GIRONA02	GIRONAHOUSING Allotjament UdG Edifici CIAE Campus Montilivi c/ Maria Aurèlia Capmany, 38 17071 Girona Tel. (+34) 972 419 857 Mòbil (+34) 610 860 241 e-mail: allotjament@udg.edu	http://www.udg.edu/tabid/19526/language/en-EN/Default.aspx
TR ISTANBU07	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
E GIRONA02	Dr. Jörg Rudolf Zimmer, Vice-rector for International Policy	15/10/15	BY PROXY SIGNATURE  
TR ISTANBU07	Assoc.Prof.D r. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	04 Nov 2015	