



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	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Departmental: Asst.Prof.Dr. Tugba Efendigil (Departmental Erasmus Coordinator) Tel: +90 212 383 2905 E-mail: tugbae@yildiz.edu.tr	

UNIVERSIDAD DE DEUSTO	E BILBAO02	<u>Institutional:</u> Álvaro de la Rica Aspiunza (<i>Institutional Erasmus Coordinator</i>) Tel: +34 944139407 E-mail:relint@deusto.es	<u>Course Catalogue</u>
		<u>Departmental:</u> Prof. Rebeca Cortazar (<i>Departmental Erasmus Coordinator</i>) E-mail: Rebeca.cortazar@deusto.es	

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
TR ISTANBU07	E BILBAO02	071	Engineering and engineering trades	1 st	2 students * 5 months/student = 10 months	Only by individual agreement
E BILBAO02	TR ISTANBU07	071	Engineering and engineering trades	1 st	2 students * 5 months/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 <i>[total number of days of teaching periods or average duration *]</i> Staff Mobility for Training
TR ISTANBU07	E BILBAO02	071	Engineering and engineering trades	1 staff * 10 days/staff = 10 days
E BILBAO02	TR ISTANBU07	071	Engineering and engineering trades	1 staff * 10 days/staff = 10 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 instruction 1	Language of instruction 2	Language of instruction 3	Recommended language of instruction level ¹	
					Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07		ENGLISH			B1	B2
E BILBAO02		SPANISH	BASQUE	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]*.

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>

D. Additional requirements

TR ISTANBU07:

E BILBAO02:

STUDENTS

- To prepare the students' arrival these are sent a Welcome E-mail with information and instructions on how to start preparing their stay with us (on-line form, how to apply for accommodation, information about Spanish courses and course catalogue, visa application, etc.). The following documents will be required:
 - Copy of legal ID card or passport
 - Copy of European Health Insurance Card (only for EU citizens) and/or private insurance
 - Sending Institution's statement of participation by the student in a mobility to UD specifying programme
 - Statement/Certificate/Proof of Enrollment in the Home University for the period of the mobility indicating: the field, the level and the year of studies
 - Scanned passport-sized photograph with white background saved as jpg file named with name and surname
 - Provisional Learning Agreement signed by Home University coordinators

- Before the semester begins an Orientation Week is offered. Meetings in Spanish and English are held. In these meetings information is provided about steps to follow to register, learn how to use the ICTs the university offers, academic coordinators, Spanish courses, Sports, Culture possibilities, groups, etc.
- Students are offered a Spanish intensive course before the semester begins. Also a Regular course is offered throughout the semester. Students take a placement upon arrival and they are placed in groups according to their level of the language.
- The Student Service Office offers the Buddy Programme which enables local and international students to meet people from different countries, cultures and allows the students to get immerse in a new atmosphere, to enhance the university experience but above all, the personal experience. Those international students applying for the programme, will be assigned a Buddy, according to common hobbies or studies. The Buddy will advise and guide international students during their stay at UD.

STAFF

Guided Campus and Library tour are arranged in order to know the history and the facilities of the University.

Service for social action and inclusion

This service assists students who have social, personal or family issues that may affect their studies. The main goal of the service is to improve students' quality of life at this university through special attention to those who have specific problems or are in situations of disadvantage.

The aim is to ensure that all students are integrated in university life through joint work with other services.

- Support for disabled students
- Career guidance for disabled students
- Focus on social needs
- University Volunteer group

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
E BILBAO02	JUNE 15 th	NOVEMBER 15 th

2. The receiving institution will send its decision within [4] weeks.
3. TR ISTANBU07: 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.
E BILBAO02: 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.
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>

E BILBAO02:

Spanish university grading system

In the Spanish university system, students receive a mark for each subject on a scale of 0 to 10 with one decimal place. Each numerical grade corresponds to a descriptor as follows:

Suspense: 0-4.9; Aprobado: 5-6.9; Notable: 7-8.9; Sobresaliente: 9-10; Matrícula de Honor is a grade of Sobresaliente plus a special mention.

The minimum pass mark for a subject is 5.(RD 1125 / 2003, BOE (Official Spanish Gazette) of 9/18/2003).

Note: "No presentado" means Not taken or Not Shown. The subject is therefore not passed.

Grade point average shown on the academic record

Depending on the year the degree programme is completed, the grade point average shown on the academic record and on the European Diploma Supplement is calculated according to one of the two systems:

On a scale of 0 to 10 (RD 1125/2003, BOE (Official Spanish Gazette) of 9/18/2003. A minimum grade of 5 is required to pass. Suspense: 0-4.9. Aprobado: 5-6,9; Notable: 7- 8,9; Sobresaliente: 9-10; Matrícula de Honor: Sobresaliente plus special mention.

On a scale of 1 to 4 (RD 1267/1994, BOE (Official Spanish Gazette) of 6/11/1994). A minimum grade of 1 point is required to pass. Aprobado: 1 point, Notable: 2 points, Sobresaliente: 3 points, Matrícula de Honor: 4 points.

In both cases, the grade point average is the weighted average of the marks based on credits and is calculated as follows: The credits assigned to each subject are multiplied by the mark obtained. These amounts are added up and the sum is divided by the total number of credits.

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

E BILBAO02	ngaratea@deusto.es +34 94 4139337	We are now updating our webpage and the link will be provided in due time
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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
E BILBAO02	seguros@deusto.es +34 944139147	We are now updating our webpage and the link will be provided in due time

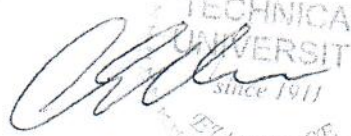



4. Housing

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	http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation
E BILBAO02	ngaratea@deusto.es +34 94 4139337	Housing

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	28 July 2014	 
E BILBAO02	Dr. Álvaro de la Rica Aspiunza. <i>Vice-rector for International Relations and for Students</i>	24/01/2014	 

² Scanned signatures are accepted