Erasmus+ Programme

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

Inter-institutional agreement 2018/19-2020/21
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)
Yıldız Technical University Department of Humanities and Social Sciences	**TR ISTANBU07**	**Institutional Coordinator:** Prof. Dr. Bayram Ali Ersoy +90 212 383 5650 erasmus@yildiz.edu.tr **Departmental Coordinator:** Res. Assist. Çağrı Taşgetiren cagritasgetiren@gmail.com	www.yildiz.edu.tr International: www.eu.yildiz.edu.tr/en Course catalogue: www.bologna2018.yildiz.edu.tr
Université Polytechnique Hauts-de-France	**F VALENCI01**	**Institutional Coordinator:** M. Jonathan Brindle International Office Le Mont Houy F-59313 Valenciennes Phone: +33 (0) 327 51 77 35 Email: jonathan.brindle@uphf.fr Departmental coordinator **(FLLASH)** Stephanie.Schwerter@uphf.fr	http://www.uphf.fr/ International: http://www.uphf.fr/international Course catalogue: https://formations.uphf.fr/cdm/

B. Mobility numbers 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, 1st, 2nd or 3rd]	Student Mobility for Studies	
					Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships
TR ISTANBU 07	F VALENCI01	22	Humanities and Social Sciences	1st, 2nd, 3rd	2 students x 10 months	N/A
F VALENCI01	TR ISTANBU 07			1st, 2nd, 3rd	2 students x 10 months	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
TR ISTANBU 07	F VALENCI01	22	Humanities and Social Sciences	2 staff x 1 week	N/A
F VALENCI01	TR ISTANBU 07			2 staff x 1 week	N/A

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		Turkish	English	B1	B2
F VALENCI01	22	French	English / Limited offer project work	FR = B1 / EN = B1	B2

---

[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

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 should be nominated by the home institution.
- Exchange students are required to complete the online application module: https://ytuerasmus.yildiz.edu.tr/
- YTU provides infrastructure for welcoming students and staff with special needs.

F VALENCI01:

Students who are candidate to incoming Erasmus+ mobility will be preselected by their home institution and nominated in advance by Email to erasmus@uphf.fr. The nomination will include following data of the candidate: Name, first name, nationality, birth date, gender, subject area of studies, study level, language of tuition, start date of planned mobility, duration of planned mobility, Email address.

The inbound Erasmus+ student will send the following documents: proposed learning agreement for studies including language competence level, certificate of registration of home institution and transcript of records of current higher education studies translated into English or French, the copy of current passport and birth certificate translated into French if a French student visa is needed, UPHF application form to be completed on:

https://unival.moveonfr.com/locallogin/5a39467eee189d2b33000000/eng

The faculty concerned at UPHF will select the student based on the following criteria: language competence, higher education records, quality of learning agreement namely relevance between planned programme and the degree aimed at home institution. The UPHF is not able to accept incoming Erasmus+ students from subject areas not covered by the bilateral agreement.

Services offered in terms of welcome and integration of incoming Erasmus+ students are detailed in the International Student Welcome Guide.

The UPHF has adapted its facilities in order to allow access to people with disabilities. Furthermore, there is a dedicated office within the *Service Commun pour les Etudes et la Vie Etudiante* (SCEVE) which provides guidance and assistance to students with disabilities and special needs. In case of additional requirements in regard to academic, organisational or other aspects, please contact the SCEVE: international_in@uphf.fr

Check our website on: http://www.uphf.fr/en/students-uvhc-s-partner-institutions-bilateral-exchanges-erasmus

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
F VALENCI01	**Nomination:** 15th May **Receipt of Application:** 31st May	**Nomination:** 1st November **Receipt of Application:** 30th November

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 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

F VALENCI01:

The marking scale in France goes from 0 to 20. 0 being the lowest mark, 20 being the highest. 10 is the average mark which in most cases is the lowest mark required to obtain ECTS credits. The ECTS system is used. The transcript of records provided by the International Relations Office (PRI UPHF) will indicate the ECTS grading scale for each French mark delivered in order to facilitate the transfer of credits.

http://www.uphf.fr/en/students-uvhc-s-partner-institutions-bilateral-exchanges-erasmus

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.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
F VALENCI01	International_in@uphf.fr +33 (0) 327 51 77 32 International_out@uphf.fr +33 (0) 327 51 77 31	http://www.uphf.fr/formalites-dentree-et-de-sejour

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:

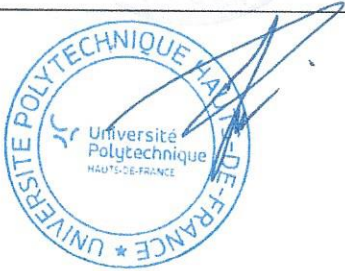| Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
F VALENCI01	International_in@uphf.fr +33 (0) 327 51 77 32 International_out@uphf.fr +33 (0) 327 51 77 31	http://www.uphf.fr/etudiant-uvhc-globe-trotter

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.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185
F VALENCI01	Tiphanie PRUVOST *Chargée de la Mobilité Internationale / Mobilité Entrante* 03 27 51 77 32 international_in@uphf.fr	http://www.uphf.fr/le-logement

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[2]
TR ISTANBU07	Prof. Dr. Murat SARI *Institutional Vice Coordinator*	07.01.2019	
F VALENCI01	Prof. Abdelhakim Artiba President	20/12/218	

---

[2] Scanned signatures are accepted