



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSITÉ JEAN MONNET SAINT ETIENNE	F ST-ETIE01	Pr Dr <b>Serge RIFFARD</b> Vice-President for International Relations Pôle International 21 Rue Denis Papin 42023 SAINT-ETIENNE Cedex 02	<a href="http://portail.univ-st-etienne.fr/">http://portail.univ-st-etienne.fr/</a>  <a href="http://charte-erasmus.univ-st-etienne.fr">http://charte-erasmus.univ-st-etienne.fr</a>
		Mrs <b>Brigitte MERLIN</b> Erasmus officer Head of International Office Phone: +33 477437970 <a href="mailto:brigitte.merlin@univ-st-etienne.fr">brigitte.merlin@univ-st-etienne.fr</a>	
		Mr <b>David GERTHOUX</b> Head of CILEC (Centre International de Langues et Civilisation) (French for foreign students) <a href="mailto:david.gerthoux@univ-st-etienne.fr">david.gerthoux@univ-st-etienne.fr</a>	
		Faculty coordinator Pr <b>Pierre MARET</b> <a href="mailto:Pierre.maret@univ-st-etienne.fr">Pierre.maret@univ-st-etienne.fr</a>	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

Name of the institution	Erasmus code	Contact details <sup>5</sup>	Website
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a> 
		<b>Departmental:</b> Erasmus Departmental Coordinator: Assoc. Prof.Dr. Kutsal BOZKURT E-mail: kutsalb@yildiz.edu.tr Phone number: +90 212 383 42 99	

#### B. Mobility numbers<sup>6</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies **	Student Mobility for Traineeships *
F ST-ETIE01	TR ISTANBU07	0533	Physics	1 <sup>st</sup> 2 <sup>nd</sup>	10 (1x9)	Only by individual agreement
TR ISTANBU07	F ST-ETIE01	0533	Physics	1 <sup>st</sup> 2 <sup>nd</sup>	10 (1x9)	Only by individual agreement

[\*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.]

[\*\*total number of months of the study/teaching periods or average duration\*]

<sup>5</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>6</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):

<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>



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 *
F ST-ETIE01	TR ISTANBU07	0533	Physics	To be decided later	-
TR ISTANBU07	F ST-ETIE01	0533	Physics	To be decided later	-

### C. Recommended language skills

Skills at the start of the study or teaching period: 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.

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
				Student Mobility for Studies*	Staff Mobility for Teaching**
F ST-ETIE01	-	French	-	B2	B2
TR ISTANBU07	-	English	-	B1	B2

\*Minimum recommended level: B1

\*\*Minimum recommended level: B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page]

<sup>7</sup>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>

## 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]
F ST-ETIE01	May 20th	October 25th
TR ISTANBU07	15 <sup>th</sup> May-15 <sup>th</sup> July	15 <sup>th</sup> October-15 <sup>th</sup> December

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision **within 2 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

*This inter-institutional agreement is valid **until 2020** However, in the event of unilateral termination, a notice of at least one academic year will 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**

**F ST-ETIE01:** <http://charte-erasmus.univ-st-etienne.fr>

**TR ISTANBU07:** <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>8</sup>. 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.]*

### **2. Incoming mobility**

**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.

**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.

**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:

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<sup>8</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>F ST-ETIE01</b>	accueil.international@univ-st-etienne.fr + 33 477 43 79 70 Mrs Isabelle Levaï-Daudel Mrs Anne-Marie Milhau	<a href="http://charte-erasmus.univ-st-etienne.fr">http://charte-erasmus.univ-st-etienne.fr</a>
<b>TR ISTANBU07</b>	incoming@yildiz.edu.tr	<p>Visa: <a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a></p> <p>Insurance: <a href="http://www.sgk.gov.tr/wps/portal/en?CSR1=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSR1=15758577449206964749</a></p> <p>Housing: <a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a></p>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
<b>F ST-ETIE01</b>	Pr. Dr. Serge Riffard, Vice-President for international relations	16/04/15	
<b>TR ISTANBU07</b>	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	30 APR 2015	

<sup>9</sup> Scanned signatures are accepted