



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2021² 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 (eg. of the course catalogue)
National Technical University of Athens (NTUA) School of Architecture	G ATHINE 02	<u>Institutional Coordinator:</u> Prof. Dimitrios Papantonis Vice Rector for Academic Affairs and Administration <u>Administrative contact person:</u> Aristea Kapetanaki Head of the European Education Programmes Office Tel.: (+)30 210 7721017 Fax: (+)30 210 7721949 iroffice@central.ntua.gr <u>Contact Details for Staff Mobility:</u> Vasiliki Thoma Tel.: (+)30 210 7721199 Fax: (+)30 210 7721949 vthoma@central.ntua.gr	www.ntua.gr http://erasmus.ntua.gr

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.

		<p>Contact Details for Student Mobility/Nomination: Eleftheria Skordalaki Tel.: (+)30 210 7724172 Fax: (+)30 210 7721949 eeskorda@central.ntua.gr</p> <p>NTUA School of Architecture</p> <p>Departmental Coordinator: Irene Efessiou, Professor Tel.: (+)30 210 7723904 Fax: (+)30 210 7723898 irenefe@central.ntua.gr</p> <p>Academic Coordinator: Sofia Avgerinou Kolonias, Professor Tel.: (+)30 210 7723813 Fax: (+)30 210 7723819 skolonias@arch.ntua.gr 731</p> <p>Erasmus Office (Staff and Student Mobility/Nomination): Eleftheria Varouchaki Tel (+)30 210 7723834 Fax (+)30 210 7723873 evarouchaki@arch.ntua.gr</p>	<p>www.arch.ntua.gr</p>
<p>YILDIZ TECHNICAL UNIVERSITY Faculty of Architecture, Department of Urban and Regional Planning</p>	<p>TR-ISTANBU07</p>	<p>Institutional Coordinator: Assoc. Prof. Dr. Bayram Ali Ersoy Yıldız Teknik Üniversitesi, Avrupa Birliği Ofisi - Davutpaşa Kampüsü, Taşkışla Binası A-1004 / 34220 Esenler / İSTANBUL Tel: +90-212-383-5655 / Fax: +90-212-383-5656 Email: erasmus@yildiz.edu.tr</p> <p>Departmental Coordinator: Dr. Erhan KURTARIR Yıldız Teknik Üniversitesi, Mimarlık Fakültesi, Şehir ve Bölge Planlama Bölümü, Yıldız Kampüsü, 34349 Beşiktaş/İSTANBUL Tel: +90-537-300-1173 Fax: +90-212-261-0549 E-mail: erasmusyup@gmail.com erhankurtarir@gmail.com</p>	<p>http://www.eu.yildiz.edu.tr/en</p> <p>http://www.sbp.yildiz.edu.tr/en</p> 

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 [Erasmus	TO [Erasmus	Subject area	Subject area name	Study cycle	Number of student mobility periods
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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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
TR-ISTANBU07	G ATHINE 02	731	Urban and Regional Planning	2nd	2 students x 10 months	
				3rd	2 student x 10 months	
G ATHINE02	TR-ISTANBU07	731	Urban and Regional planning	2nd	2 students x 10 months	
				3rd	2 student x 10 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 *
TR-ISTANBU07	G ATHINE 02	731	Urban and Regional Planning	[total number of days of teaching periods or average duration *] 2 staff X 10 days (8hrs/week min)
G ATHINE 02	TR-ISTANBU07	731	Urban and Regional Planning	2 staff X 10 days (8hrs/week min)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR-ISTANBU07		Turkish	English	B1 (Turkish or English)	B2 (Turkish or English)
G ATHINE 02		Greek	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]

YILDIZ TECHNICAL UNIVERSITY

YTU does not require any certificate for language proficiency although a good command of English language is highly recommended. The language of instruction is both English and Turkish. 30% of the curriculum is conducted in English language and students are free to choose the courses depending on their skill in both languages (Turkish, English). Erasmus students are provided –without any charge– with Turkish Language Course at three different levels: Beginner (Fall & Spring), Pre-intermediate (Spring only), Advanced (Fall & Spring).

NTU Athens, School of Architecture

There are not any courses given in English in the curriculum of the School, except for one which is organized every year especially for the Erasmus students. However, there is no requirement for exchange students to know Greek – on the contrary, a good level of English is strongly recommended. Given that our Erasmus students very rarely can understand the language before coming to Athens, alternative solutions for them are always available (corrections in English, international bibliography etc). The exchange students are not obliged to written texts or written exams in Greek. We must also notice in addition to these, that almost everybody –professors as well as students– speak English (very often also a second foreign language, which usually is French, Spanish or German). Moreover, for those of the exchange students who wish to get familiar to the language, Greek language courses for beginners and/or advanced students are organized, free of charge, every year.

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.]

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>

YILDIZ TECHNICAL UNIVERSITY

1. **The call for applications** for prospective incoming students are announced before the start of application period at eu.yildiz.edu.tr <http://www.eu.yildiz.edu.tr/en>
The students are required to consider the up-to-date call for applications following their nomination to YTU.
2. Incoming students **are invited** to YTU starting from 01.09 to 01.02 (Fall) and 01.02 to 01.07 (Spring) considering that they may need a period of adaptation before starting the academic semester.
3. **Bologna Information System** serves as a detailed course catalogue where the students can find any information that they might need while making their learning programme: www.bologna.yildiz.edu.tr
4. **Orientation Programme/Week** is organized on the first day of the semester in coordination with ESN YTU.
5. **Student Buddy System** is organized by ESN YTU and each incoming student will have a buddy among YTU students all throughout their Erasmus stay at YTU.

NTU Athens, School of Architecture

1. Mobility flows : At NTUA, School of Architecture, student mobility numbers may be divided into separate semesters (each academic year is divided into two semesters - one semester is 13 weeks of teaching followed by 3 weeks of exams).
2. Academic calendar: Exchange students are advised to be in Athens until 01.10 at the latest for a fall semester or whole year mobility, and until 15.02 at the latest for a spring semester mobility. They do not have to be present on campus until the very end of the semester, but can in most cases leave after the end of their final lectures or exams.

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR-ISTANBU07	Mid-September – Early-February (14 weeks of teaching activity + 2 weeks of exams)	Mid-February – Early July (14 weeks of teaching activity + 2 weeks of exams)
G ATHINE 02	October – February (including 13 weeks of teaching activity + 3 weeks of exams)	February – July (including 13 weeks of teaching activity + 3 weeks of exams)

3. **International Welcome Week:** An International Welcome Week is organized at the beginning of each semester. Participation is strongly recommended for all exchange students.
4. **Student Buddy System:** ESN Greece organizes a Welcome Buddy System. Incoming students can opt for a buddy upon application.
5. The institution has 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]
TR-ISTANBU07	Nomination: 1 st October Online Application: 15 th October-15 th December	Nomination: 1 st May Online Application: 15 th May-15 th July
G ATHINE 02	15 th September	15 th January

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

YILDIZ TECHNICAL UNIVERSITY

The related weblink: <http://www.eu.yildiz.edu.tr/sayfa/16/Erasmus-Calendar/171>

NTU Athens, School of Architecture

1. Application procedure : The documents necessary to apply for an Erasmus mobility to Athens School of Architecture are sent, after the nomination of the incoming students, to the students themselves as well as to the international offices of the partner Universities. The filled-in documents should be sent back directly to the Erasmus office of the School, by e-mail to the address evarouchaki@arch.ntua.gr. Then, a letter of acceptance is sent both to the students and their home Universities.

Information material about the School, as well as about the study curriculum, can be found on www.ntua.gr (site of the University) and www.arch.ntua.gr (site of the School). For information about the application procedure (documents: application forms, language courses and accommodation) please see at <http://erasmus.ntua.gr> (in English). For personalized information, details or any other request, please address an e-mail message to the Erasmus Office of the School of Architecture (evarouchaki@arch.ntua.gr).

2. Letters of acceptance : NTUA, School of Architecture will send its decision no later than 4 weeks after the above mentioned deadline.

3. Transcript of Records : A Transcript of Records will be issued by NTUA, School of Architecture no later than 10 weeks after the assessment period has finished.

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."]

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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".

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange program may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfill its responsibilities to exchange students already registered at their institution until the completion of their particular exchange period.

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' guide⁷. 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.]

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Partner University/School

Partner Institution: YILDIZ TECHNICAL UNIVERSITY - Department of urban Planning

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

NTU Athens, School of Architecture

NTUA marking system : 5.00 is the minimum required to pass a course, 10.00 is the best grade. Therefore: excellent (9.00 – 10.00), very good (7.00 – 8.99), good (5.00 – 6.99). Please also see : <http://erasmus.ntua.gr/en>

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 http://www.goc.gov.tr/main/Eng_3
G ATHINE 02	Eleftheria Varouchaki, elefthv@central.ntua.gr (for the NTUA School of Architecture)	www.ntua.gr http://erasmus.ntua.gr/en

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.goc.gov.tr/main/Eng_3
G ATHINE 02	Eleftheria Varouchaki, elefthv@central.ntua.gr (for the NTUA School of Architecture)	www.ntua.gr http://erasmus.ntua.gr/en



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=infoforstudents/accommodation
G ATHINE 02	Eleftheria Skordalaki, eeskorda@central.ntua.gr Eleftheria Varouchaki, elefthv@central.ntua.gr (for the NTUA School of Architecture)	http://erasmus.ntua.gr/en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR-ISTANBU07	Assoc. Prof. Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	10.03.2017	
G ATHINE 02	Institutional Coordinator: Prof. Dimitrios Papantonis Vice Rector for Academic Affairs and Administration	31/3/17	

⁸ Scanned signatures are accepted