



# Erasmus+ Programme

## Key Action 1

- Mobility for learners and staff -

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2018-2021<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Yıldız Technical University</b>  Department of Mechanical Engineering	TR ISTANBU07	Prof. Dr. Bayram Ali Ersoy <i>Institutional Coordinator</i> Tel: +90 212 383 56 50/55 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>  Assoc. Prof. Dr. Özgen Açıkgoz <i>Departmental Coordinator for Outgoing Students</i> Tel: +90 212 383 2914 E-mail: <a href="mailto:ocacikgoz@yildiz.edu.tr">ocacikgoz@yildiz.edu.tr</a>  Assoc. Prof. Dr. Alper Uysal <i>Departmental Coordinator for Incoming Students</i> Tel: +90 212 383 2807 E-mail: <a href="mailto:auysal@yildiz.edu.tr">auysal@yildiz.edu.tr</a>	<a href="http://www.yildiz.edu.tr">www.yildiz.edu.tr</a> <a href="http://www.eu.yildiz.edu.tr/en">www.eu.yildiz.edu.tr/en</a> Course Catalogue: <a href="http://www.bologna2018.yildiz.edu.tr">www.bologna2018.yildiz.edu.tr</a>
UNIVERSITÀ DEGLI STUDI DI CASSINO E DEL LAZIO MERIDIONALE	I CASSINO01	<b>Institutional Coordinator:</b> Prof. Giovanni Camillo Porzio Centro Rapporti Internazionali <a href="mailto:porzio@unicas.it">porzio@unicas.it</a> <b>Departmental Coordinator</b> Prof. Erika Ottaviano <a href="mailto:ottaviano@unicas.it">ottaviano@unicas.it</a> <b>Contact Teacher</b> Prof. Giuseppe Spazzafumo <a href="mailto:spazzafumo@unicas.it">spazzafumo@unicas.it</a> <b>International Officer</b> Dott. Tamara Patriarca Centro Rapporti Internazionali Viale dell'Università - Rettorato, Loc.	<a href="http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx">http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx</a>

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

		Folcara, 03043 Cassino (FR) Italia Tel: +39 0776 2994505 Fax: +39 0776 2993905 t.patriarca@unicas.it	
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## B. Mobility numbers<sup>4</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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	I CASSINO01	071	Engineering and engineering trades	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5 months	1x5 months
I CASSINO01	TR ISTANBU07	0715	Mechanical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5 months	1x5 months

<sup>4</sup> 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>

[\*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.

ROM [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	I CASSINO01	071	Engineering and engineering trades	1 teacher 8 hours minimum	-
I CASSINO01	TR ISTANBU07	0715	Mechanical Engineering	1 teacher 8 hours minimum	-

### 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 <sup>5</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07	0715	Turkish	English	B1	B2
I CASSINO01		Italian	English	B1	B1

For more details on the language of instruction recommendations, see the course catalogue of each institution

### D. Additional requirements

#### Yıldız Technical University:

- 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.

The University of Cassino and Southern Lazio welcomes students and staff members with disabilities, however acceptance requires approval (in case of students: during the online nomination period, in case of staff members: when applying).

### E. Calendar

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

<sup>5</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://europa.europa.eu/en/resources/european-language-levels-cefr>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
I CASSINO01	June 15	November 30

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

2. The University of Cassino and Southern Lazio will send its decision within 2 weeks of the receipt of the nomination / application in case the nominated / applying student cannot be accepted.  
Yildiz Technical Univesity will send its decision within 2 weeks after the deadline.
3. 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. *[it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement  
This agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. 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. NB: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.  
*[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

Yildiz Technical Univesity

<http://www.boologna2018.yildiz.edu.tr/index.php?r=institution/grading>

The University of Cassino and Southern Lazio

<http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/riconoscimento-cfu.aspx>

### 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	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa-Residence-Permit-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa-Residence-Permit-Insurance/178</a>
I CASSINO01	<b>Incoming students</b> Dott.ssa Laura Morone Centro Rapporti Internazionali Tel: +39 0776 2993904 Fax: +39 0776 2993905 E-mail: l.morone@unicas.it	<a href="http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx">http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx</a>

### 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	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa.-Residence-Permit.-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa.-Residence-Permit.-Insurance/178</a>
I CASSINO01	Incoming students Dott.ssa Laura Morone Centro Rapporti Internazionali Tel: +39 0776 2993904 Fax: +39 0776 2993905 E-mail: l.morone@unicas.it	<a href="http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx">http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx</a>




#### 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	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185</a>
I CASSINO01	Incoming students Dott.ssa Laura Morone Centro Rapporti Internazionali Tel: +39 0776 2993904 Fax: +39 0776 2993905 E-mail: l.morone@unicas.it	<a href="http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx">http://www.unicas.it/internazionalizzazione/opportunit%C3%A0-allestero/erasmusplus/erasmus-incoming-students.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
TR ISTANBU07	Prof. Dr. Murat SARI Institutional Vice-Coordinator	16.01.2019	
I CASSINO01	Prof. Giovanni BETTA, Rettore	22.01.2018	 

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Scanned signatures are accepted