



Erasmus+ Programme

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

Inter-institutional agreement 2018-2021 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)
YILDIZ TECHNICAL UNIVERSITY DEPARTMENT OF CIVIL ENGINEERING	TR ISTANBU07	Institutional: Prof. Dr. Ali Rıza BÜYÜKUSLU (Coordinator) Tel: +90 212 383 5650 E-mail: erasmus@yildiz.edu.tr Departmental: Assist. Prof. Dr. Rıza Secer Orkun KESKİN Tel: +90 212 383 5219 E-mail: okeskin@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
UNIVERSIDAD POLITÉCNICA DE MADRID	E MADRID05	Erasmus Institutional Coordinator: Prof. Alberto Almendra. c/ Ramiro de Maeztu, 7. 28040 Madrid, Spain. ☎ : +34 91 336 3660 📠 : +34 91 336 3664. ✉ : international.europe@upm.es	www.upm.es

ETSI. CAMINOS, CANALES Y PUERTOS		Erasmus Departmental Coordinator: Prof. José Santos López Gutiérrez c/ Profesor Aranguren, 3. 28040 Madrid. Spain. ☎ : +34 91 336 6734 ✉ : subdirector.ri.caminos@upm.es sd53@caminos.upm.es	http://www.caminos.upm.es/internacional/index.htm
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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	Student Mobility for Traineeships
					[total number of months of the study periods or average duration *]	
TR ISTANBU07	E MADRID05	0732	Building and Civil Engineering	1 st , 2 nd	3x5=15 (or 15 total months)	Only by individual agreement
E MADRID05	TR ISTANBU07	0732	Building and Civil Engineering	1 st , 2 nd	3x5=15	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	Staff Mobility for Training
				[total number of days of teaching periods or average duration *]	
TR ISTANBU07	E MADRID05	0732	Building and Civil Engineering	2 teachers/1 week (Prior approval of Teaching program)	Only by individual agreement
E MADRID05	TR ISTANBU07	0732	Building and Civil Engineering	2 teachers/1 week (Prior approval of	Only by individual agreement

				Teaching program)	
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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		English		B1	B2
E MADRID05		Spanish	English	*Spanish A2 (B1 recommended) *English B2	B2

*Spanish level required for subjects taught in Spanish. English level required for subjects taught in English.

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 are required to complete the online application (<http://www.ytuerasmus.yildiz.edu.tr>) by the deadlines and electronically attach the following documents: Application Form, Learning Agreement and Dormitory Application Form (if necessary).

The physical infrastructure and the living conditions at the Yildiz Technical University are aimed at providing a welcoming environment for the disabled students and staff members.

<http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

¹For 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>

UPM: infrastructure to welcome students and staff with disabilities:

<http://www.upm.es/institucional/Estudiantes/CompromisoSocial/UnidadDiscapacidad>

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 MADRID05	June 10 th	December 1 st

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]*

UPM: 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 MADRID05: Grading system:

<http://www.camino.upm.es/internacional/documents/GradingSystem-2.pdf>

2. Visa and Residence Permit

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	International Office-mail: incoming@yildiz.edu.tr Tel.: +90 212 383 20 69	http://www.goc.gov.tr/main/Eng_3 https://e-ikamet.goc.gov.tr/
E MADRID05	erasmus@upm.es	

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	International Office-mail: incoming@yildiz.edu.tr Tel.: +90 212 383 20 69	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749 https://e-ikamet.goc.gov.tr/

E MADRID05	erasmus@upm.es	. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . International Mobility (50 €) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
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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	International Office-mail: incoming@yildiz.edu.tr Tel.: +90 212 383 20 69	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
E MADRID05	erasmus@upm.es	www.upm.es/internacional/Students/Student+Attention/ddeebfd03a97210VgnVCM10000009c7648aRCRD

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Prof. Dr. Ali Rıza BÜYÜKUSLU Coordinator	13.12.2017	Prof. Dr. Ali Rıza BÜYÜKUSLU Coordinator YILDIZ TECHNICAL UNIVERSITY ITU INTERNATIONAL RELATIONS EU OFFICE
E MADRID05	Prof. José Santos López Gutiérrez Departmental Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator	21.11.2017	  

²Scanned signatures are accepted