



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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)
Yıldız Technical University	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Departmental: Assoc. Prof. Dr. Sevgi Kocaoba Tel: +90 212 3834152 Email: kocaobasevgi@hotmail.com	http://www.bologna.yildiz.edu.tr/

University of Helsinki	SF HELSINK 01	Institutional: Ms. Niina Jokela <i>(Institutional Erasmus Coordinator)</i> Tel: + 358 504150244 E.mail: erasmus-inst@helsinki.fi	http://www.helsinki.fi/exchange/ https://weboodi.helsinki.fi/hy/ > Course catalogues > Faculty of Science > Department of Chemistry > Courses in English
		Departmental: Dr. Jarkko Ihanus E.mail: jarkko.ihanus@helsinki.fi	

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.]

SF HELSINK01: no later than 15th 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
TR ISTANBU 07	SF HELSINK 01	0531	Chemistry	1, 2, 3	4 x 10	Only by individual agreement
SF HELSINK 01	TR ISTANBU 07	0531	Chemistry	2	4 x 10	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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training
TR ISTANBU 07	SF HELSINK 01	0531	Chemistry	5	5
SF HELSINK 01	TR ISTANBU07	0531	Chemistry	5	5

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 recommen ded level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
SF HELSINK 01		Finnish	English	B2	B2

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

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>

D. Additional requirements

TR ISTANBU07:

SF HELSINK01: <http://www.helsinki.fi/newstudents/orientation-course-and-welcome-fair.html>

http://www.helsinki.fi/studying/disabled_student_services.shtml

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
SF HELSINK01	(Sep-Dec) or full academic year (Sep-May): 15 th of April / 15 th of May	(Jan-May): 30 th of September / 15 th of October

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."]

SF HELSINK01:

2. The receiving institution will send its decision within [6] weeks.
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.
4. Termination of the agreement: 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. 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>

SF HELSINK01: <http://www.helsinki.fi/studying/grading.shtml>

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
SF HELSINK01		http://www.helsinki.fi/newstudents/permits.html

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.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
SF HELSINK01		http://www.helsinki.fi/newstudents/insurance.html





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 (country 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
SF HELSINK01		http://www.helsinki.fi/newstudents/housing.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	20 DEC 2013	  YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE
SF HELSINK01	Prof. Markku Räsänen Head of the Department of Chemistry	17.12.13	 

UNIVERSITY OF HELSINKI
Department of Chemistry

² Scanned signatures are accepted