



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20 **between programme countries**


[Minimum requirements]²

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.

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Brno University of Technology (BUT) Faculty of Mechanical Engineering (FME) Faculty contact person	CZ BRNO01	Mr. Radek Knoflíček, vice-dean of FME, Erasmus coordinator FME, Technická 2896/2, 616 69 Brno, Czech Republic Tel.+420 541 14 24 74 Fax:+420 541 14 24 49 knoflicek@fme.vutbr.cz	http://www.fme.vutbr.cz/en/zo/
Department contact person		Doc. Tomáš Profant, Institute of Solid Mechanics, Mechatronics and Biomechanics ,FME BUT, Technická 2896/2, 616 69 Brno, Czech Republic Tel.+420 541 14 28 91 profant@fme.vutbr.cz	
BUT Mobility Programmes Department		Mr. Tomáš Lády, Chef of Foreign Department BUT, Antonínská 1, 601 90 Brno, Czech Republic Tel.+420 541 145 145 lady@fme.vutbr.cz	
Yildiz Teknik Universitesi – Yildiz Technical University	TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Assist. Prof. Dr. Ahmet Celik (<i>Department Coordinator: Agreement Promoter</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2906 E-mail: ahmetcelik6141@gmail.com 	

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Yildiz Teknik Universitesi – Yildiz Technical University</p>	<p>TR ISTANBU07</p>	<p>Assist. Prof. Dr. Ali Volkan Akkaya (<i>Department Coordinator: Contact Person for outgoing students</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2786 E-mail: aakkaya@yildiz.edu.tr</p> <p>Research Assistant. Dr. Binnur Sagbas (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2806 E-mail: bzeybek@yildiz.edu.tr</p> <p>Research Assistant. Dr. Orkun Ozener (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2900 E-mail: oozener@yildiz.edu.tr</p> <p>Research Assistant Aslı Gunay (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2959 E-mail: gunay@yildiz.edu.tr</p>	
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B. Mobility numbers⁴ 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]	Subj ect area code * [ISCE D]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility	
					Students (number)	Student Mobility for Studies [total number of months of the study periods or average duration*]
CZ BRNO01	TR ISTANBU 07	06.1	Mechanical Engineering	1 st , 2 nd	1	5
TR ISTANBU 07	CZ BRNO01	06.1	Mechanical Engineering	1 st , 2 nd	4	20

[*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	
				Number of Staff	Duration number of weeks	Number of teaching hours per week	Staff number	Working days
CZ BRNO01	TR ISTANBU 07							
TR ISTANBU 07	CZ BRNO01	521	Mechanical Engineering	1	1	8		

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:

⁴ 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO01	06.1	English	English	B1	B2
TR ISTANBU 07	521	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]*.

D. Additional requirements

TR ISTANBU07: <http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

[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]
CZ BRNO01	31 st May	15 th November
TR ISTANBU 07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December

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

- The receiving institution will send its decision within [x] weeks.
- A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*
- 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

⁵ 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>

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. 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.]

BUT: <https://www.vutbr.cz/en/studies/ects-catalogue>

TR ISTANBU07:

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

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
CZ BRNO01	Mrs. Alena Cupáková, administrative officer of Study department of FME cupakova@fme.vutbr.cz phone: ++ 420 541 142 134	http://www.fme.vutbr.cz/en/zo/
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

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:

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO 01	lady@ro.vutbr.cz phone: +420 54114 5145	https://www.vutbr.cz/en/faculties-and-constituent-parts/rectorate/student-affairs-office/mobility-programmes-department
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

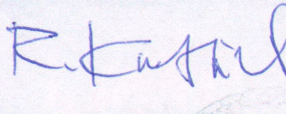
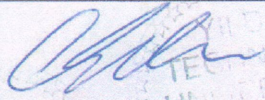
4. Housing

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
CZ BRNO01	Brno University of Technology Halls of Residence and Dining Services of BUT Kolejni 2 612 00 Brno BUT switchboard: +420 541 141 111 Student accommodation office: Tel.: +420 541 142 930-3 Fax: +420 541 142 935 E-mail: ubytovatelky@skm.vutbr.cz	http://www.kam.vutbr.cz/english/
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
CZ BRNO01	Mr. Radek Knošlíček, vice-dean of FME, faculty Erasmus coordinator FME	28.1. 2014	
TR ISTANBU 07	Assoc.Prof.Dr. Bayram Ali Ersay <i>Institutional Erasmus Coordinator</i>	24.01.2014	



⁷ Scanned signatures are accepted