



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21] 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 ¹ (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Faculty of Mechanical Engineering, Askerceva 6, SI-1000 Ljubljana, Slovenia	SI LJUBLJA01	Faculty coordinator: Prof Dr Mirko Sokovic Erasmus Coordinator Tel: +38614771214 E-mail: mirko.sokovic@fs.uni-lj.si	http://www.uni-lj.si/ international_relations/ http://www.fs.uni-lj.si/
Yildiz Technical University	TR ISTANBU07	<u>Institutional:</u> 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.yildi z.edu.tr/

<p>Yildiz Technical University</p>	<p>TR ISTANBU07</p>	<p>Departmental:</p> <p>Assist. Prof. Dr. Ahmet Celik <i>A. Celik</i> (<i>Department Coordinator: Agreement Promoter</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2906 E-mail: ahmetcelik6141@gmail.com</p> <p>Assist. Prof. Dr. Berna Bolat (<i>Department Coordinator: Contact Person for outgoing students</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2951 E-mail: balpan@yildiz.edu.tr</p> <p>Research Assistant. Dr. Binnur Sagbas (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2806 E-mail: bzeybek@yildiz.edu.tr</p> <p>Assist. Prof. Dr. Orkun Ozener (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2900 E-mail: oozener@yildiz.edu.tr</p>	
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Yildiz Technical University	TR ISTANBU07	Research Assistant Asli Gunay (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2959 E-mail: gunay@yildiz.edu.tr	
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B. Mobility numbers² 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
SI LJUBLJA01	TR ISTANBU07	071	Engineering and engineering trades	1 st 2 nd , 3 rd	2x5 months 2x5 monts	-
TR ISTANBU07	SI LJUBLJA01	071	Engineering and engineering trades	2 nd 3 rd	2x5 months 2x5 monts	-

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

² 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>)

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 *
SI LJUBLJA01	TR ISTANBU07	071	Engineering and engineering trades	1 person/5 days	-
TR ISTANBU07	SI LJUBLJA01	071	Engineering and engineering trades	1 person/5 days	-

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01	0715	Slovene	English	B2	B2
TR ISTANBU07	0715	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

[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]

³ 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>

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI LJUBLJA01	May 15	November 15
TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December

2. The receiving institution will send its decision within 8 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 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

UL: http://www.uni-lj.si/international_relations/

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
SI LJUBLJA01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592 <i>Outgoing</i> student.office@uni-lj.si Tel: 00 386 1 2418594	http://www.uni-lj.si/ international relations/
TR ISTANBU07	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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	<i>Incoming</i> intern.office@uni-lj.si , Tel: 00 3861 2418592 <i>Outgoing</i> student.office@uni-lj.si , Tel: 00 386 1 2418594	http://www.uni-lj.si/ international relations/
TR ISTANBU07	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
SI LJUBLJA01	intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/ international_relations/
TR ISTANBU07	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 ⁴
SI LJUBLJA01	Prof Dr Branko Sirok Dean of the Faculty by the Authorisation of the Rector	05/03/2014	 
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	05/03/2014	 

⁴ Scanned signatures are accepted