



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	<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 <u>Departmental:</u> Assoc. Prof. Dr. Çiğdem Nas Department of Political Science and International Relations YTU Merkez Kampüsü H Blok H119 34349 Yıldız Istanbul Phone: +90 212 383 2555 Fax: +90 212 2703022 E-mail:	http://www.bologna.yildiz.edu.tr/ 

		erasmus2012.yildiz@gmail.com	
Universidad Carlos III de Madrid	E MADRID 14	Academic coordinator: Prof. Roberto Losada. Social Sciences Dept. Tel. +34 91 624 9357 rlosada@polsoc.uc3m.es	Erasmus information: http://portal.uc3m.es/portal/page/portal/international/students/exchange Course catalogue: http://www.uc3m.es/ss/Satellite/UC3MInstitucional/en/ListadoCategorias/1371206607588/Bachelorsdegrees
		Administrative coordinator: Ms. Elisa Huete. Exchange Programs Coordinator School of Law and Social Sciences C/ Madrid, 126 – Room 8.1.18 - 28903 Getafe (Madrid) Spain Tel. +34 91 624 5833 E-mail: elisa.huete@uc3m.es	

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
TR ISTANBU 07	E MADRID 14	14.1 14.6	Political science, international relations	1 st	2x10 months	Only by individual agreement
E MADRID 14	TR ISTANBUO 7	14.1 14.6	Political science, international relations	1 st	2x10 months	Only by individual agreement

[total number of months of the study periods or average duration*]

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 ISTANBU0 7	E MADRID 14	14.1 14.6	Political science, international relations	1x5 days	NA
E MADRID 14	TR ISTANBU07	14.1 14.6	Political science, international relations	1x5 days	NA

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 level¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	14.1, 14.6	English		B1	B2
E MADRID 14	14.1, 14.6	Spanish	Spanish	B2	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:

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>

EMADRID14:

- **Disabled Students and Staff:** The University has developed actions with the aim of improving the assistance offered to disabled persons. Among others, we offer specific services under the Integration Program for Disabled Students (see link), infrastructure adaptation and investigation projects devoted to improve their quality of life.

http://portal.uc3m.es/portal/page/portal/cultura_y_deporte/discapacidad/english

- **Buddy Program:**

http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/buddy

- **Orientation Program and Welcome Event:** The Welcome Event and the Orientation for international students will take place at the beginning of each semester:

http://portal.uc3m.es/portal/page/portal/international/students/exchange/upon_arrival

- **Other International Student Support and Orientation:**

- ESN (Erasmus Student Network) offers cultural activities for all international students.
<http://www.esnuc3m.es>
- BEST: <http://best.uc3m.es> / carlos3@best.eu.org
- ANUDI: <http://www.anudi.org> / madrid@anudi.org

The student service "Espacio Estudiantes" also welcomes international exchange students to take part in the activities they organize:

http://portal.uc3m.es/portal/page/portal/cultura_y_deporte/

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 MADRID 14	Nomination & Application: Mid-March to mid-May	Nomination & Application: Beginning of October to beginning of November.

2. The receiving institution will send its decision within [4] (TR ISTANBU07) or [6] (E MADRID14) 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."]

F. Information

Grading systems of the institutions

TR ISTANBU07:

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

E MADRID14:

Spanish Grading System		ECTS
NP	No Report	
<4.9	Fail	F
5 to 5.9	Sufficient	E
6 to 6.9	Satisfactory	D
7 to 7.9	Good	C
8. to 8.9	Very Good	B
9 to 10	Excellent	A
10 MH	Excellent with Distinction	A+

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
E MADRID 14		http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/immigration_visa

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?CSR_T=15758577449206964749
E MADRID 14		http://portal.uc3m.es/portal/page/portal/international/students/exchange/prior_arrival/documents

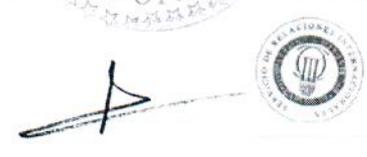
4. Housing

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	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
E MADRID 14		http://portal.uc3m.es/portal/page/portal/servicios_jovenes/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	0-17-2014	
E MADRID 14	Prof. Alvaro Escribano Vice-rector of International Relations	27/11/2013	

² Scanned signatures are accepted