



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	http://www.bologna.yildiz.edu.tr/ CV

		E-mail: erasmus2012.yildiz@gmail.com	
University West (Högskolan Väst)	S TROLLHA01	Institutional: Ingela STRIVE Institutional Erasmus Coordinator International Office S-461 86 Trollhättan, Sweden ingela.strive@hv.se +46-520-22 35 34 Departmental: Mr Gunnar Peterson Departmental coordinator School of Business, Economics and IT gunnar.peterson@hv.se +46 520 22 35 58	www.hv.se/exchange Course Catalogue: http://www.hv.se/en/education/exchange-student/course-list-online For incoming students: international@hv.se

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	S TROLLHA01	0312	Political science and civics	1st	2x10 months	Only by individual agreement
S TROLLHA01	TR ISTANBU07	0312	Political science and civics relations	1st	2x10 months	Only by individual agreement

FROM	TO	Number of staff mobility periods
------	----	----------------------------------

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Staff Mobility for Teaching [total number of days of teaching periods or average duration ^]	Staff Mobility for Training
TR ISTANBU07	S TROLLHA01	0312	Political science and civics	1x5 days	
S TROLLHA01	TR ISTANBU07	0312	Political science and civics	1x5 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 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
S TROLLHA01		Swedish	English	English B1	English 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:

S TROLLHA01:

Students apply online. Application online: <http://www.hv.se/en/education/exchange-student/application>

Academic calendar/Arrival day: <http://www.hv.se/en/education/important-dates>

General Introduction Days commence during the week before start of semester.

Housing is guaranteed for accepted students applying on time.

Please note that some of the University West courses offered to exchange students might require a certain level of prior knowledge. Please start a dialogue about this with University West before establishing the Learning Agreement.

The University West campus is accessible for students or staff with mobility handicaps. Also, there is a number of different resources on campus to make the study situation easier for students with functional disabilities, please view <http://www.hv.se/en/education/students-with-special-needs>

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 15th May-15th July	Online Application Period 15th October-15th December
S TROLLHA01	May1st	November 1st

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."]

F. Information

1. Grading systems of the institutions

TR ISTANBU07:

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

S TROLLHA01:

<http://www.hv.se/en/education/exchange-student/recognition>

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
S TROLLHA01	international@hv.se	www.hv.se/en/education/visa-insurance

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
S TROLLHA01	international@hv.se	www.hv.se/en/education/visa-insurance


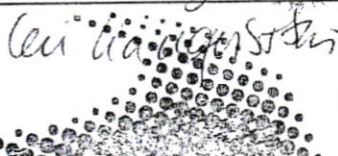
4. Housing

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
S TROLLHA01	international@hv.se	http://www.hv.se/en/education/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	07 MAR 2014	 YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE
S TROLLHA01	Cecilia Åqvist Särng <i>Head of Student Affairs & International Relations</i>	2014-02-28	 UNIVERSITY WEST

² Scanned signatures are accepted

Model BILATERAL AGREEMENT form for the academic year 2013/2014 Lifelong Learning Programme: HIGHER EDUCATION (ERASMUS)

between <i>Fontys University of Applied Sciences NL EINDHOVEN</i>	Yildiz Technical University TR ISTANBU 07
contact person (name, address, phone, fax, E-mail)	Sercin Sahin Department of Economics Barbaros Bulvari, 34349, Besiktas-Istanbul, Turkey T: +90 (212) 383 2535, Fax: +90 (212) 259 4202 Email: sercinsahin@gmail.com
and <i>(name and ERASMUS ID code of the institution)</i>	University West S TROLLHA01
contact person (name, address, phone, fax, E-mail) <i>Departmental Coordinator</i>	Ass.Prof. Gunnar Peterson, Departmental coordinator at School of Business, Economics and IT Address: 461 86 Trollhättan, SWEDEN Tel: +46 520 22 E-mail: gunnar.peterson@hv.se Ingela Strive, Institutional Erasmus Coordinator (address: see above) Phone: +46 520 223534, Fax: +46 520 223099, E-mail: ingela.strive@hv.se Homepage: www.hv.se

full legal name of the institutions in their national languages and ERASMUS ID codes

The above parties agree to co-operate in the LLP/ERASMUS activities shown below. Both parties agree to abide by the principles and conditions set out in the LLP Guidelines for Applicants, the ERASMUS application forms for the academic year 2012/2013 and, if the application is successful, the financial agreement. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement.

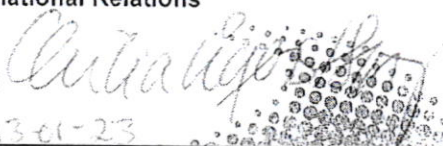

SM: student mobility

ERASMUS subject area		Level			Country		Total number	
Code	Name	Under-graduate	Post-graduate	Doctorate	From	To	Students	Student months (= sum)
14.3	Economics	X			TR	SW	2	10
14.3	Economics	X			SW	TR	2	10
14.1	Political Science	X			TR	SW	2	10
14.1	Political Science	X			SW	TR	2	10

TM: teaching staff mobility

Subject area code	Topic(s) taught	Name of the staff member	Home country	Host country	Duration in number of weeks	Number of teaching hours per week
14.3	Economics		TR/SW	SW/TR	1	5
14.1	Political Science		SW/TR	TR/SW	1	5

Signatures of the heads of institutions / legal representatives of both institutions:

Name of institution: University West	Name of institution: Yildiz Technical University
Name and status of the official representative: Cecilia Aqvist-Särg, Director of Student Affairs and International Relations	Name and status of the official representative:
Signature: 	Signature: 
Date: 2013-01-23	Date: 31 JAN 2013

UNIVERSITY WEST