



# Erasmus+ Programme

## Key Action 1

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2016-2021<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Ljubljana</b> Kongresni trg 12 1000 Ljubljana Republic of Slovenia	SI LJUBLJA01	<u>Institutional coordinator for Erasmus+ incoming students:</u> Name: Ms. Helena Deršek Štuhec Phone: +386 1 241 85 92 E-mail: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>  <u>Faculty coordinator:</u> Name: Marjeta Stevanović, PhD Phone: +386 1 320 30 29 E-mail: <a href="mailto:marjeta.stevanovic@bf.uni-lj.si">marjeta.stevanovic@bf.uni-lj.si</a>  <u>Departmental coordinator (Biology):</u> Name: assist. prof. Primož Zidar, PhD Phone: +386 1 320 3376 E-mail: <a href="mailto:primoz.zidar@bf.uni-lj.si">primoz.zidar@bf.uni-lj.si</a>	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/contacts/">http://www.uni-lj.si/international_cooperation_and_exchange/contacts/</a>  <a href="http://www.bf.uni-lj.si/en/deans-office/international-activities/information-for-exchange-students/">http://www.bf.uni-lj.si/en/deans-office/international-activities/information-for-exchange-students/</a>  <a href="http://www.bf.uni-lj.si/en/deans-office/study-programmes/">http://www.bf.uni-lj.si/en/deans-office/study-programmes/</a>
Yıldız Technical University	TR ISTANBU07	<u>Institutional:</u> Assoc.Prof,Dr. Bayram Ali Ersoy	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		(Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>  Departmental coordinator: Res. Assist. Munise YURTSEVER Tel: + 90 212 383 44 65 E-mail: <a href="mailto:munise@yildiz.edu.tr">munise@yildiz.edu.tr</a> 	
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**B. Mobility numbers<sup>5</sup> per 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
SI LJUBLJA01	TR ISTANBU07	051	Biological and related sciences	2 <sup>nd</sup> or 3 <sup>rd</sup>	2 students/12 months	Only by individual agreement
TR ISTANBU07	SI LJUBLJA01	051	Biological and related sciences	2 <sup>nd</sup> or 3 <sup>rd</sup>	2 students/12 months	Only by individual agreement

\*Optional: subject area code & name and study cycle are 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	051	Biological and related sciences	1 lecturer for 5 days/8h of lectures	
TR ISTANBU07	SI LJUBLJA01	051	Biological and related sciences	1 lecturer for 5 days/8h of lectures	

**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:

<sup>5</sup> 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	English B2	English B2
TR ISTANBU07		Turkish	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].

#### 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]

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

#### 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 <sup>th</sup>	November 15 <sup>th</sup>
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December

2. The receiving institution - SI LJUBLJA01 will send its decision within 8 weeks.

The receiving institution - TR ISTANBU07 will send its decision within 8 weeks.

3. A Transcript of Records will be issued by the receiving institution - SI LJUBLJA01 no later than 5 weeks after the assessment period has finished at the receiving HEI.

A Transcript of Records will be issued by the receiving institution - TR ISTANBU07 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

<sup>6</sup> 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>

### 1. Grading systems of the institutions

SI LJUBLJA01:

[http://www.uni-lj.si/international cooperation and exchange/incoming students/](http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

#### Grading System

##### Description of the institutional grading system

10	excellent	91 % - 100 %
9	very good	81 % - 90 %
8	very good	71 % - 80 %
7	good	61 % - 70 %
6	sufficient	51 % - 60 %
1 to 5	fail	less than 51 %

TR ISTANBU07:

### 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	Incoming: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592 Outgoing: <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international cooperation and exchange/incoming students/</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.goc.gov.tr/main/Eng_3">http://www.goc.gov.tr/main/Eng_3</a> <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>

### 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	Incoming: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592 Outgoing: <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international cooperation and exchange/incoming students/</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a> <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>



#### 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	<a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international cooperation and exchange/incoming students/</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/en/sayfa/8/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/en/sayfa/8/Erasmus-Student-Network/185</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
SI LJUBLJA01	prof. Davorin Gazvoda, Ph.D. Dean of the Biotechnical Faculty by the Authorisation of the Rector prof. Ivan Svetlik, PhD	18. 12. 2015	
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	29.12 2015	

<sup>7</sup> Scanned signatures are accepted