



# Erasmus+ Programme

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

## **Inter-institutional agreement 2017-2021** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website</b> (eg. of the course catalogue)
<b>Yildiz Technical University</b>	TR ISTANBU07	<b><u>Institutional:</u></b> Prof Dr. Ali Riza BÜYÜKUSLU ( <i>Institutional Erasmus Coordinator</i> ) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
		<b><u>Departmental:</u></b> Assoc. Prof. Dr Meryem HAYIR KANAT Dep. of Social Studies Education <a href="mailto:mhayir@yildiz.edu.tr">mhayir@yildiz.edu.tr</a>	
<b>Haute Ecole Galilée – Institut Supérieur de Pédagogie Galilée</b>	B BRUXEL84	<b><u>Institutional:</u></b> Sophie HENRARD Tel: +32 (0)2 549 55 37	<a href="http://www.ispg.be">www.ispg.be</a>

		E-mail : <a href="mailto:sophie.henrard@galilee.be">sophie.henrard@galilee.be</a>	
		<b>Departmental:</b> Claude VANDEPAER Tel: +32 (0)2 613 19 00 E-mail: <a href="mailto:claude.vandepaer@galilee.be">claude.vandepaer@galilee.be</a>	

### 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 <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
B BRUXEL84	TR ISTANBU07	113 112	Teacher training without subject specialization  Training for pre-school teachers	1 <sup>st</sup> cycle	2 x 5 months	Only by individual agreement
TR ISTANBU07	B BRUXEL84	113 112	Teacher training	1 <sup>st</sup> cycle	2 x 5 months	Only by individual agreement

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### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
B BRUXEL84	011	French	/	B2 French (A1 if training period included in the exchange programme)	/

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:

##### B BRUXEL84:

The Institut Supérieur de Pédagogie Galilée has the appropriate infrastructure for students and staff with disabilities. However, it is important to note that the ISPG should be informed well in advance of the special needs of the exchange student or staff member.

#### 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 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
B BRUXEL84	Application deadline 15 <sup>th</sup> May	Application deadline 15 <sup>th</sup> November

<sup>1</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>

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>

**B BRUXEL84:** Scores are given on a scale of 0 to 20. A score of less than 10 is a failure.

### 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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
B BRUXEL84	<a href="mailto:claude.vandepaer@galilee.be">claude.vandepaer@galilee.be</a> +32 (0)2 613 19 00	<a href="http://www.galilee.be/ispg/">http://www.galilee.be/ispg/</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
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>
B BRUXEL84	<a href="mailto:claude.vandepaer@galilee.be">claude.vandepaer@galilee.be</a> +32 (0)2 613 19 00	


#### 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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>
B BRUXEL84	<a href="mailto:claude.vandepaer@galilee.be">claude.vandepaer@galilee.be</a> +32 (0)2 613 19 00	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Prof. Dr. Ali Rıza BÜYÜKUSLU Institutional Erasmus Coordinatör	16.10.2017	

<sup>2</sup>Scanned signatures are accepted

B BRUXEL84	Jean DEMARET Directeur-président Haute Ecole Galilée	B.No. 17	1.0.

