



UNIVERSIDADE NOVA



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2018-2021

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	Prof.Dr. Bayram Ali Ersoy <i>Institutional Coordinator</i> Tel: +90 212 383 56 50/55 E-mail: erasmus@yildiz.edu.tr	www.yildiz.edu.tr www.eu.yildiz.edu.tr/en
		Assoc. Prof. Dr. Ozgen Açıkgoz <i>Departmental Coordinator for Outgoing Students</i> Tel: +90 212 383 2914 E-mail: ocakgoz@yildiz.edu.tr	www.bologna2018.yildiz.edu.tr
		Assoc. Prof. Dr. Alper Uysal <i>Departmental Coordinator for Incoming Students</i> Tel: +90 212 383 2807 E-mail: auysal@yildiz.edu.tr	
University of A Coruña	E LA-CORU01	Institutional: Dr. Begoña Crespo <i>(Institutional Erasmus Coordinator)</i> Tel: +34 981167000 E-mail: erasmus@udc.es	http://international.udc.es/ http://estudios.udc.es/en/degrees
		Departmental: Dr. D. Vicente Díaz <i>(Departmental Erasmus Coordinator)</i> Tel: +34 981167000-3202 E-Mail: rrij.eps@udc.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
					[total number of months of the study periods or average duration*]	
TR ISTANBU07	E LA-CORU01	0715	Mechanics and metal trades	1	2 student(s) x 10 months each or 4 students x 5 months each	Only by individual agreement
E LA- CORU01	TR ISTANBU07	0715	Mechanics and metal trades	1	2 student(s) x 10 months each or 4 students x 5 months each	Only by individual agreement

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 ISTANBU07	E LA-CORU01	0715	Mechanics and metal trades	2 person(s) x min. 8 teaching hrs. each	
TR ISTANBU07	E LA-CORU01	0715	Mechanics and metal trades	2 person(s) x min. 8 teaching hrs. each	

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	Turkish	B1	B2
E LA-CORU01		Spanish and/or Galician Language	English	B1 Spanish generally recommended unless some other specific level required for a special program	B2 Spanish or English

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

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module: <https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming students and staff with special needs.

E LA-CORU01

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to IRO via the online portal: https://www.udc.es/ori/infPersonalEntrante/PersonalDocente/Erasmus_KA103/index.html?language=en

The University Unit of Attention to the Diversity (ADI) was created in February 2004 to attend to members of the university community with **special needs** derived from the disability or any other ways of difference in front of the majority of the population, being its committed main objective to facilitate the full integration of the students, teaching and administrative staff that, for physical, sensorial, psychic or sociocultural reasons, experience difficulties or external barriers to an adequate, egalitarian and beneficial access to the university life. More information on Web site <http://www.udc.es/cufie/adi/>

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 LA-CORU01	15 th June	15 th November

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>

2. The receiving institution will send its decision within 6 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. *[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.bologna2018.yildiz.edu.tr/index.php?r=institution/grading>

LA-CORU01

The results obtained by the student in each of the subjects will be graded according to the following numerical scale of 0-10, with one decimal, to which may be added the corresponding qualitative rating:

- 0 - 4,9: Suspenso (SS) - Failed
- 5,0 - 6,9: Aprobado (AP) - Satisfactory/Sufficient
- 7,0 - 8,9: Notable (NT) - Good
- 9,0 - 10: Sobresaliente (SB) - Very Good

The mention of "Distinction" (Matrícula de Honor) will be awarded to students who have achieved a score equal to or greater than 9.0. Its number will not exceed 5% of the students enrolled in a subject in the relevant academic year, unless the enrollment is less than 20 students, in which case only one student may be granted with this "Distinction".

More information:

http://www.udc.es/normativa/academica/normas_de_cualificaciones_e_actas.html

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.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
E LA-CORU01	incoming.rrii@udc.es +34 981167000	http://extranjereros.empleo.gob.es/es/InformacionInteres/InformacionProcedimientos/Ciudadanosnocomunitarios/estudiantes.html

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.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
E LA-CORU01	incoming.rrii@udc.es +34 981167000	www.udc.es/ori

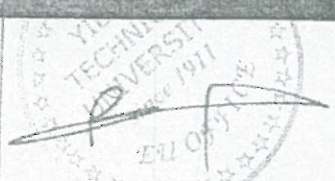
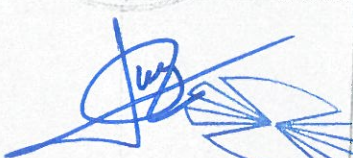
4. Housing

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.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185
E LA-CORU01	incoming.rrii@udc.es +34 981167000	http://www.udc.es/ori/infestudantesextranxeiros/mobilidade_Erasmus/guia_acollida_UDC/aloxamento.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	23.11.2018	
E LA-CORU01	Dr. Julio E. Abalde Alonso Rector	30 NOV 2018	

² Scanned signatures are accepted