Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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[1] Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[5]	Contact details [6] (email, phone)	Websites
Yildiz Technical University	TR ISTANBU07	icm@yildiz.edu.tr +90 212 383 39 36 Departmental Coordinators: Ayse Betul Oktay aoktay@yildiz.edu.tr Phone:+90 216383570 Ramazan Ayaz ayaz@yildiz.edu.tr Phone:+90 2163835856	General: https://www.yildiz.edu.tr/ Course catalogue: http://www.bologna.yildiz.edu.tr/ Faculty/faculties: Electrics and Electronical Engineering/ Computer Engineering Department Faculty/faculties: Electrics and Electronical Engineering/ Electrical Engineering
Central University of Technology	Bloemfontain, South Africa	mmoss@cut.ac.za +27 51 5073410 Departmental Coordinators: Muthoni Masinde (Prof) Information Technology +27 51 507 3091 Kanzumba Kusakana (Prof) Elec/Electronic/Com Eng +27 51 507 3090	General: https://www.cut.ac.za Faculty/faculties: Faculty of Engineering Built Environment & Information Technology https://www.cut.ac.za/faculty/faculty-of-engineering-information-technology Course catalogue: https://www.cut.ac.za/department/information-technology https://www.cut.ac.za/department/electrical-electronic-and-computer-engineerin

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2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[7] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
CUT (Bloemfontein South Africa)	TR ISTANBU07	48	Computer Eng.&Electrical Eng	1st	4	9	2	7
TR ISTANBU07	CUT (Bloemfontein South Africa)	48	Computer Sciences/Electrical Eng	1st	4	9	2	7

Optional additional information

7 https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

3. 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[8] at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
TR ISTANBU07	Computer Eng.&Electrical Eng.	English	Turkish	B1	B2
CUT (Bloemfontein South Africa)	IT & Electrical Eng	English	-	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

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[8] For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organization or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.

- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives			
N/A				

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.

- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]	
TR ISTANBU07	Winter Term: from September/October to January/February		
	Spring Term: from February/March to June/July		
CUT (Bloemfontein, South Africa)	Term (1st term): from January/February to June	1st Term – 15 September	
	Term (2nd term): from July/August to November/December	2nd Term – 15 April	

The receiving institution will send its decision within [3] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

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[9] Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
TR ISTANBU07	icm@yildiz.edu.tr +90 212 383 39 36	http://www.erasmus.yildiz.edu.tr/en
CUT (Bloemfontein South Africa)	mmoss@cut.ac.za +27 51 507 3410 Or +27 82 736 0103	https://www.cut.ac.za/academic-exchange/

Selection criteria

Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	
CV		
Motivation letter		
Inclusion measures[10]	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	

[10] You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here:
https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

| Other | Necessary documents for application provided by the International Offices | |

6. Preparation and support

The Higher Education Institution(s) in a Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus Student Charter*[11].

- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.

- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences.**

- Provide assistance related to obtaining **visas,** when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

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[11] The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities.**

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.

- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.

- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	TR ISTANBU07	icm@yildiz.edu.tr +90 212 838 39 36	The incoming students and staff are responsible by arranging own accommodation with the grant provided by the programme.
Language Support	TR ISTANBU07	icm@yildiz.edu.tr +90 212 838 39 36	Any potential incoming students are offered to take selective Turkish language course with 6 ECTS credits. Whoever is willing can take and put the course on their Learning Agreement.
Visa	TR ISTANBU07	icm@yildiz.edu.tr +90 212 838 39 36	https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa
Insurance	TR ISTANBU07	icm@yildiz.edu.tr +90 212 838 39 36	http://www.sgk.gov.tr/wps/portal/sgk/en/detail/social_sec_agree
Inclusion of participants with fewer opportunities	TR ISTANBU07	icm@yildiz.edu.tr +90 212 838 39 36	Any potential participant with fewer opportunities will be reported and necessary procedures will be carried out by the offices.
Mentoring			
Grant payments	TR ISTANBU07	icm@yildiz.edu.tr +90 212 838 39 36	YTU is responsible for all outgoing and incoming exchange funds, the student or staff who realizes the exchange gets paid by the YTU International Office Erasmus Programme Unit as soon as the necessary paperwork is completed upon arrival to YTU.
Alumni information			

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

- *The European Credit Transfer and Accumulation System*

- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organizations and the mobile participants.

- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.

- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:

  o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.

  o 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.

  o Providing staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide[12]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
TR ISTANBU07		http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading
CUT (Bloemfontein, South Africa)		https://www.cut.ac.za/academic-exchange/

9. Any other information regarding the terms of the agreement (optional)

10. Termination of the agreement

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[12] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
TR ISTANBU07	İbrahim Murat Turhan Ph. D. Institutional Coordinator International Relations Office	10/08/22	
CUT (Bloemfontein, South Africa)	Leolyn Jackson Institutional Coordinator Centre for Global Engagement [CGE]	6 June 2022	