



## 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**

<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>Yıldız Technical University</b>	TR ISTANBU07	<b><u>Institutional:</u></b> Assoc.Prof.Dr. Bayram Ali Ersoy ( <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> Assist. Prof. Dr. Ahmet Celik ( <i>Department Coordinator: Agreement Promoter</i> ) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2906 E-mail: <a href="mailto:ahmetcelik6141@gmail.com">ahmetcelik6141@gmail.com</a>	

<p><b>Yıldız Technical University</b></p>	<p>TR ISTANBU07</p>	<p><b>Departmental:</b></p> <p>Assist. Prof. Dr. Ahmet Selim Dalkilic ( <i>Department Coordinator: Contact Person for outgoing students</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2821 E-mail: <a href="mailto:dalkilic@yildiz.edu.tr">dalkilic@yildiz.edu.tr</a></p> <p>Research Assistant. Dr. Binnur Sagbas ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2806 E-mail: <a href="mailto:bzeybek@yildiz.edu.tr">bzeybek@yildiz.edu.tr</a></p> <p>Assist. Prof. Dr. Orkun Ozener ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2900 E-mail: <a href="mailto:oozener@yildiz.edu.tr">oozener@yildiz.edu.tr</a></p> <p>Research Assistant Aslı Gunay ( <i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2959 E-mail: <a href="mailto:gunay@yildiz.edu.tr">gunay@yildiz.edu.tr</a></p>	
<p>KU Leuven</p>	<p>B LEUVEN 01</p>		

		Institutional Coordinator : Elke Timmermans tel. : +3216323767 e-mail : elke.timmermans@int.kuleuven.be  Faculty coordinator:  Dr. Kris Willems, Dean of the faculty  <u>Kris.willems@liw.kuleuven.be</u>  Faculty Erasmus+ coordinator :  Hilde Lauwereys  <u>Hilde.lauwereys@liw.kuleuven.be</u> or  <u>fet@kuleuven.be</u>	
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### 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
					[total number of months of the study periods or average duration']	
Yildiz Technical University TR ISTANBU07	B LEUVEN01	0715	Mechanical Engineering	<i>[Signature]</i> 2 <sup>nd</sup> , 3 <sup>rd</sup>	3*10=30	Only by individual agreement
B LEUVEN 01	Yildiz Technical University TR ISTANBU07	0715	Mechanical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3*10=30	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 <sup>1</sup> ]	
Yildiz Technical University TR ISTANBU07	B LEUVEN01	0715	Mechanical Engineering	2*5=5 days	2*5=10 days
B LEUVEN01	Yildiz Technical University TR ISTANBU07	0715	Mechanical Engineering	2*5=5 days	2*5=10 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommen- ded level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
B LEUVEN01		Dutch	English	B1	C1

<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>

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:** <http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

**KU Leuven (B LEUVEN01)**

All practical information for incoming students (incl. application procedure) can be found on the website of International Admissions and Mobility : <http://www.kuleuven.be/admissions/> . All incoming students are required to register via this website.

KU Leuven organises welcome activities for all international students, including Orientation Days and a Buddy Program. More information about these activities can be found on the website : <http://www.kuleuven.be/welcome/>.

A Dutch language course, free of charge for Erasmus students, is organised by the Leuven Language Institute : [http://ilt.kuleuven.be/english/cursus/andere\\_ned\\_vr\\_erasmus.php](http://ilt.kuleuven.be/english/cursus/andere_ned_vr_erasmus.php)

The university also offers support for students with disabilities : <http://www.kuleuven.be/studentenvoorzieningen/studentswithdisability/index.html>

#### 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 LEUVEN01	The academic calendar can be found on <a href="http://www.kuleuven.be/english/about/">http://www.kuleuven.be/english/about/</a> Deadline for autumn semester: 18 <sup>th</sup> April 2014	The academic calendar can be found on <a href="http://www.kuleuven.be/english/about/">http://www.kuleuven.be/english/about/</a> Deadline for spring semester: 15 <sup>th</sup> October 2014

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 LEUVEN 01**

[www.iiv.kuleuven.be/english](http://www.iiv.kuleuven.be/english)

**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 ISTANBU 07	incoming@yildiz.edu.tr	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
B LEUVEN 01	Ms. Trees Deloddere (Head of Int. Adm. and Mobility) Mr. Christophe Prince <a href="http://www.kuleuven.be/admissions">http://www.kuleuven.be/admissions</a>	<a href="http://www.kuleuven.be/admissions/tr/avelling/visa.html">http://www.kuleuven.be/admissions/tr/avelling/visa.html</a>

	/contact/index.html	
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### 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	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
B LEUVEN01	Int. Adm. and Mobility Case Administrator  <a href="http://www.kuleuven.be/admissions/contact/index.html">http://www.kuleuven.be/admissions/contact/index.html</a>	<a href="http://www.kuleuven.be/english/services/insurances/">http://www.kuleuven.be/english/services/insurances/</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.

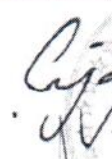
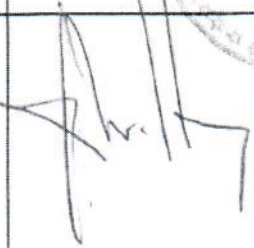
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation</a>

B LEUVEN01	For housing in Leuven	<a href="http://www.kuleuven.be/studentenvoorzieningen/accommodation/">http://www.kuleuven.be/studentenvoorzieningen/accommodation/</a>
	For housing on a campus in Ostend, Gent, Aalst,	Contact: <a href="mailto:fet@kuleuven.be">fet@kuleuven.be</a> Contact persons on the campuses: see annex

	Sint-Katelijne-Waver, Geel, Diepenbeek	
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	22 AUG 2014	
B LEUVEN01	Prof. Dr. Kris Willems, Dean Faculty of Engineering Technology	19/8/14	



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**Information sheet – Faculty of Engineering Technology KULeuven**

The dean's office of the faculty is located at:	
Willem De Croylaan 6 – 3001 Heverlee (Leuven) – Belgium Tel. +32 16 37 22 93 <a href="mailto:international.fet@kuleuven.be">international.fet@kuleuven.be</a>	
The faculty campuses:	
KULeuven@Ostend – Campus KULAB Zeedijk 101, 8400 Ostend, BE – Tel. +32 59 56 90 00 Renaat De Craemer <a href="mailto:renaat.decraemer@kuleuven.be">renaat.decraemer@kuleuven.be</a>	
KULeuven@Gent - Technologicampus KAHO Sint-Lieven	

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

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Wim Polet [wim.polet@kuleuven.be](mailto:wim.polet@kuleuven.be)

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