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Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBUD7	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Departmental: Lecturer Umut Burcu TASA Tel: +90 212 383 5051 E-mail: utasa@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		Julie KARSENTY International relations and Research Coordinator Tel: 00 33 442 91 88 77 Fax: 00 33 442 91 88 69 karsenty@ecole-art-aix.fr	www.ecole-art-aix.fr http://www.ecole-art-aix.fr/livret/
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B. Mobility numbers⁵ 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 or 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	F AIX PRO 11	211	Fine arts	1,2	1 student	
					6 to 12 months	
F AIX PRO 11	TR ISTANBU07	211	Multimedia Design	1,2	1 student	
					6 to 12 months	
F AIX PRO 11	TR ISTANBU07	211	Fine arts	1,2	1 student	
					6 to 12 months	
F AIX PRO 11	TR ISTANBU07	211	Multimedia Design	1,2	1 student	
					6 to 12 months	

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM	TO	Subject	Subject	Number of staff mobility periods
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⁵ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	area name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR ISTANBU07	F AIX PRO 11	211	Fine arts	1 x 5 days	1 x 5 days
		211	Multimedia Design	1 x 5 days	1 x 5 days
F AIX PRO 11	TR ISTANBU07	211	Fine arts	1 x 5 days	1 x 5 days
		211	Multimedia Design	1 x 5 days	1 x 5 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	Multimedia Design	Turkish	English	B1	B2
F AIX PRO 11	Fine arts	French	English	B1	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

F AIX-PRO11

- Selection process: All erasmus applications (incoming) and (outgoing) are reviewed by a teaching committee who decide upon acceptance of student's mobility project

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

based on portfolio, cv and covering letter explaining the reasons why choosing a semester at ESAAix.

- Services for incoming students:
- Orientation day organized with all international students to provide information about organization and choice of courses, workshops, administrative issues, French courses for foreign students.
- French courses for foreign students offered
- At the end of the Winter semester, a round-table gathering all the exchange students (incoming, before their departure /outgoing, when they are back) is organized to share information and viewpoints on their international mobility experience. An exhibition is organized for the open-doors of the school.

For the implementation of STA/STT-mobilities, a letter of invitation – issued by an UP contact person – is required. STA/STT mobility's purpose / teaching contents must have been discussed and defined by both teaching teams before the letter of invitation can be issued, so that the erasmus teaching/formation contract can be filled with both erasmus offices.

TR ISTANBU07:

Incoming erasmus applications are reviewed by a teaching committee who decide upon acceptance of student's mobility project based on portfolio, cv and a covering letter.

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
F AIX-PR011	Application deadline for incoming students : 15 May for the autumn term or for the whole year (autumn + spring term)	No incoming student for the spring term only

[* to be adapted in case of a trimester system]

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 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

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 1.

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

F AIX-PRO11

Institutional grading system is that of ECTS

Credits can be qualified according to the grading scale, using a letter. The scale is as follows:

F = a different study option must be found

FX = work not carried out. Re-sitting of the year is necessary.

E = insufficient work. The credit point is not delivered but can be re-sit by the student.

D = pass

C = satisfactory

B = good

⁷ http://ec.europa.eu/education/lifelong_learning_policy/ects_en.htm

A = excellent

The student shall not earn credit points in case his/her performance is assessed by FX or F.

TR ISTANBU07:

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

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.konsolosluk.gov.tr/tr/en/start.aspx
F AIX- PRO11	karsenty@ecole -art-aix.fr 00 33 442 91 88 77	http://www.ecole-art-aix.fr/rubrique504.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.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
F AIX- PRO11	karsenty@ecol e-art-aix.fr +33 442 91 88 77	http://www.ecole-art-aix.fr/rubrique504.html

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.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
F AIX-PRO11	karsenty@ecole-art-aix.fr +33 442 91 88 77	http://www.ecole-art-aix.fr/rubrique504.html

NB: No housing available at the student hall of residence in Aix-en-Provence for art school students. The international office of ESAAix provides guidelines to find out accommodation in the private sector.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>		
F AIX PRO 11	Jean-Paul PONTHOT, Director	12/02/14	

⁸ Scanned signatures are accepted