Erasmus+ Programme

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

Inter-institutional agreement 2014-20
between programme countries

[Minimum requirements][1]

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[2] (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DE CASTILLA-LA MANCHA	E CIUDA-R01	ori.cr@uclm.es Tel: +34 926 295321 Academic contact: Dr. D. Julio Del Corral Cuervo Julio.Corral@uclm.es Tel: +34926295300 Ext: 3521	http://www.uclm.es/estudios/catalogo/en/grado.aspx www.uclm.es/ori
YILDIZ TECHNICAL UNIVERSITY Business Administration Department	TR ISTANBU07	**Institutional:** **Assoc. Prof. Dr. Bayram Ali Ersoy** (Institutional Erasmus Coordinator)	www.bologna.yildiz.edu.tr

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

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

		Tel: +9 0212 383 2069 e-mail: erasmus@yildiz.edu.tr **Departmental:** **Assist. Prof. Dr. Emel Esen** Tel: +90 212 383 25 47 e-mail: yildizerasmus.mgmt@gmail.com	
[...]			

B. Mobility numbers[3] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
E CIUDA-R01	TR ISTANBU07	041	Business and administration	1st	3 x 10 months (27 months)	
TR ISTANBU 07	E CIUDA-R01	041	Business Administration	1st	3 x 10 months (27 months)	

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[3] 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)

[*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 [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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E CIUDA-R01	TR ISTANBU07	041	Business and administration	7	
TR ISTANBU07	E CIUDA-R01	041	Business and administration	7	

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 instruc-tion 1	Language of instruc-tion 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum	Staff Mobility for Teaching [Minimum

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[4] 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

				recommended level: B1]	recommended level: B2]
E CIUDA-R01		SPANISH	ENGLISH	B1	B2
TR ISTANBU07		TURKISH	ENGLISH	B1	B2

* Teaching language at the UCLM is Spanish, if you are not fluent in Spanish, please contact academic coordinator for more information regarding this matter. In light of recent issues, we'd also like to point out that we do not require language certificates from our future incomings, but we do expect them to be able to follow lectures and administrative procedures. In their interest, please make sure they have a **B1** level of Spanish or at least they are **fluent** in English in order to help them get started in Ciudad Real.

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

Universidad de Castilla – La Mancha has infrastructure to welcome students and staff with disabilities, more information at: http://www.uclm.es/english/international.asp?op=7

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E CIUDA-R01	June 15	November 30
TR ISTANBU07	Online Application Period 15th May-15th July	Online Application Period 15th October-15th December

[* 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 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

Universidad de Castilla – La Mancha: http://www.uclm.es/english/ects.asp

http://www.uclm.es/english/ects.asp

Spanish grading system, in a scale from 0 to 10, pass with **5**.

9-10	Excellent
8-8.9	Very good
6.5-7.9	Good
5-6.4	Sufficient
0 to 4.9	Fail

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

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
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/english/international.asp?op=4
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

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
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/english/international.asp?op=6
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

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
E CIUDA-R01	ori.cr@uclm.es	http://www.uclm.es/ori/estudiantes_internacionales/guia.asp#alojamiento ESN UCLM Ciudad Real
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
E CIUDA-R01	Fátima Guadamillas Gomez **Vice President for International Relations**	28/02/2014	UCLM UNIVERSIDAD DE CASTILLA-LA MANCHA Oficina de Relaciones Internacionales Campus de Ciudad Real
TR ISTANBU07	Assoc. Prof. Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator)	18 APR 2014	YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE

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[5] Scanned signatures are accepted