



Erasmus+ Programme

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 ¹ (email, phone)	Website (eg. of the course catalogue)
University of South Bohemia in České Budějovice, Faculty of Economics	CZ CESKE01	<p>Contact persons:</p> <p>Rectorate Mgr. Eva Fichtnerová, Erasmus+ Institutional Coordinator (staff mobilities); Phone +420 389 032 029, E-mail: fichtnerova@jcu.cz</p> <p>PhDr. Jana Dvořáková, International Relations Officer (student mobilities); Phone: +420 389 032 030, E-mail: jdvorakova04@jcu.cz</p> <p>Faculty of Economics Mgr. Martina Fáberová Erasmus+ coordinator Phone: +420 389 032 538 E-mail: international@ef.jcu.cz</p>	<p>http://www.ef.jcu.cz/ http://international.ef.jcu.cz</p>
Yıldız Technical University Faculty of Economics and Administrative Sciences (Business and Administration Department)	TR ISTANBU07	<p>Prof. Dr. Murat SARI Institutional Vice Coordinator Phone: +90 212 383 5650 Email: erasmus@yildiz.edu.tr</p> <p>Assoc. Prof. Emel Esen Departmental Coordinator emelo@yildiz.edu.tr</p>	<p>www.yildiz.edu.tr</p> <p>International: www.erasmus.yildiz.edu.tr/en</p> <p>Course catalogue: www.bologna2018.yildiz.edu.tr</p>

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name *	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships*
CZ CESKE01	TR ISTANBU07	041	Economics, Business and administration	1 st , 2 nd	10 (2 students x 5 months)	
TR ISTANBU07	CZ CESKE01	041	Business and Administration	1 st , 2 nd	10 (2 students x 5 months)	

FROM	TO	Subject area code	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training*
CZ CESKE01	TR ISTANBU07	041	Economics, Business administration	14 days (2 persons x 7 days)	1x7 days
TR ISTANBU07	CZ CESKE01	041	Business and Administration	14 days (2 persons x 7 days)	1x7 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 ²	
				Student Mobility for Studies	Staff Mobility for Teaching
CZ CESKE01		English	Czech	B1	B2
TR ISTANBU07		English	Turkish	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

CZ CESKE01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: international@ef.jcu.cz

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/>
- In case of additional requirements (for students and staff with special needs) please contact incoming@yildiz.edu.tr

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ CESKE01	30 th June	15 th January
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 **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. [Higher Education guidelines]

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' guide³. 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.]

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ CESKE01	http://www.ef.jcu.cz/incoming-students/grading-system	
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:

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ CESKE01	international@ef.jcu.cz	http://www.mzv.cz/jnp/en/index.html
TR ISTANBU07	incoming@yildiz.edu.tr +90 212 3835655	http://www.erasmus.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

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
CZ CESKE01	international@ef.jcu.cz	http://international.ef.jcu.cz/incoming-students-teachers
TR ISTANBU07	incoming@yildiz.edu.tr +90 212 3835655	http://www.erasmus.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178




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
CZ CESKE01	international@ef.jcu.cz	http://international.ef.jcu.cz/incoming-students-teachers
TR ISTANBU07	incoming@yildiz.edu.tr +90 212 3835655	https://yildiz.esnturkey.org/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
CZ CESKE01	<p style="text-align: right;">JIHOČESKÁ UNIVERZITA V ČESKÝCH BUDĚJOVICÍCH REKTORÁT (12) Branišovská 31a 378 01 České Budějovice</p> <p>Doc.PaedDr. Radka Závodská, Ph.D. Vice-rector for International Relations</p>	29 -04- 2019	
TR ISTANBU07	<p>Prof. Dr. Murat SARI Institutional Vice Coordinator</p>	24.04.2019	 

⁴ Scanned signatures are accepted