




# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20[21] 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<br>(and department, where relevant) | Erasmus code | Contact details (email, phone)  | Website<br>(eg. of the course catalogue)  |
|---|--------------|---|---|
| Yıldız Technical University                                 | TR ISTANBU07 | <b>Institutional:</b><br>Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> )<br>Tel: +90 212 383 2069<br>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>Departmental:</b><br>Assist. Prof. Dr. Nihan Kahraman <br>Dept. of Electronics and Communication Eng.<br>Phone: +902123835890 ;<br>Fax: +902122599321<br>e-mail: <a href="mailto:nicoskun@yildiz.edu.tr">nicoskun@yildiz.edu.tr</a> |   |
| Aalto University<br>School of Electrical Engineering        | SF ESPOO12   | <b>Institutional:</b><br><b><u>Eeva Lyytikäinen</u></b>   | <a href="https://into.aalto.fi/display/enmasterel/ec/Incoming+exchange+students">https://into.aalto.fi/display/enmasterel/ec/Incoming+exchange+students</a> |
|   |              | <b>School</b><br>Ms Anita Bisi (agreements)<br>Manager of International Relations<br>P.O.Box 11000 (st. Otakaari 1 F)   |   |

|  |  |  |   |
|--|--|--|---|
|  |  | FI-00076 Aalto, Finland<br>mobile +358-50-3010612<br><a href="mailto:anita.bisi@aalto.fi">anita.bisi@aalto.fi</a><br><br><b>Student Services</b> , (incoming & outgoing student mobility)<br>P.O.Box 13000 , FI-00076 Aalto, Finland<br><a href="mailto:incoming-elec@aalto.fi">incoming-elec@aalto.fi</a> | <a href="https://noppa.aalto.fi/noppa/app">https://noppa.aalto.fi/noppa/app</a> |
|--|--|--|---|

## B. Mobility numbers per 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>[ISCED] | Subject area name          | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] | Student Mobility for Studies<br>(number of students/total number of months) |
|---|---|------------------------------|----------------------------|---|---|
| TR<br>ISTANBU<br>07                               | SF<br>ESPOO12                                     | 06.5                         | Electronics                | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                 | 4 students / 20 months  |
|   |   | 523                          | Electronics and Automation | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                 | 4 students / 20 months  |
| SF<br>ESPOO12                                     | TR<br>ISTANBU<br>07                               | 06.5                         | Electronics                | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                 | 4 students / 20 months  |
|   |   | 523                          | Electronics and Automation | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                 | 4 students / 20 months  |

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>[ISCED] | Subject area name          | Number of staff mobility periods |                             |
|---|---|------------------------------|----------------------------|----------------------------------|-----------------------------|
|   |   |                              |                            | Staff Mobility for Teaching      | Staff Mobility for Training |
| TR<br>ISTANBU<br>07                               | SF<br>ESPOO12                                     | 06.5                         | Electronics                | 2                                | 2                           |
|   |   | 523                          | Electronics and Automation | 2                                | 2                           |
| SF<br>ESPOO12                                     | TR<br>ISTANBU<br>07                               | 06.5                         | Electronics                | 2                                | 2                           |
|   |   | 523                          | Electronics and Automation | 2                                | 2                           |



### 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<br>[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                           | Staff Mobility for Teaching |
| TR ISTANBU 07                           |                        | English                   |                           | B1   | B2                          |
| SF ESPOO12                              |                        | English                   | Finnish                   | B2   | 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

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]   | Spring term*<br>[month]   |
|---|---|---|
| TR ISTANBU 07                           | Online Application Period<br>15 <sup>th</sup> May-15 <sup>th</sup> July | Online Application Period<br>15 <sup>th</sup> October-15 <sup>th</sup> December |
| SF ESPOO12                              | Final date for applications: May 15 <sup>st</sup>                       | Final date for applications: October 15 <sup>st</sup>                           |

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

2. The receiving institution will send its decision within 2 months after the deadline.
3. A Transcript of Records will be issued by the receiving institution no later than 1 month after the assessment period has finished at the receiving HEI. [It should

<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>

normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. **At Aalto, School of Electrical Engineering:** In case the 10 months period is divided into two for two students, other one can start in the autumn semester, another one in the spring semester

5. 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

SF ESPOO12: <https://into.aalto.fi/display/enmasterelec/Credits+and+grading+system>

| ECTS grade | points | mark | English-in words    |
|------------|--------|------|---------------------|
| AA         | 100-90 | 4.0  | EXCELLENT           |
| BA         | 89-80  | 3.5  | VERY GOOD           |
| BB         | 79-70  | 3.0  | GOOD                |
| CB         | 69-60  | 2.5  | GOOD                |
| CC         | 59-50  | 2    | SATISFACTORY        |
| DC         | 49-40  | 1.5  | SUFFICIENT          |
| DD         | 39-30  | 1.0  | FAILED WITH ECTS    |
| FF         | 29-0   | 0.0  | FAILED WITHOUT ECTS |

### 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:

| <b>Institution</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone) | <b>Website for information</b>  |
|--------------------------------------|--|---|
| 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>   |
| SF ESPOO12                           |  | <a href="http://www.aalto.fi/en/studies/about/for_future_student/visa_and_immigration/">http://www.aalto.fi/en/studies/about/for_future_student/visa_and_immigration/</a> |

### **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:

| <b>Institution</b><br>[Erasmus code] | <b>Contact details</b><br>(email, phone) | <b>Website for information</b>  |
|--------------------------------------|--|---|
| TR ISTANBU 07                        | 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>                             |
| SF ESPOO12                           |  | <a href="https://into.aalto.fi/display/enmasterelec/Statutory+Insurance+for+students">https://into.aalto.fi/display/enmasterelec/Statutory+Insurance+for+students</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:

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

|            |  |   |
|------------|--|---|
|            |  | <a href="#">nforstudents/accommodation</a>  |
| SF ESPO012 |  | <a href="https://into.aalto.fi/display/enmasterelec/Housing+for+exchange+students">https://into.aalto.fi/display/enmasterelec/Housing+for+exchange+students</a> |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

| Institution<br>[Erasmus code] | Name, function   | Date     | Signature <sup>2</sup> |
|-------------------------------|--|----------|------------------------|
| TR ISTANBU 07                 | Assoc.Prof.Dr. Bayram<br>Ali Ersoy<br><i>Institutional Erasmus<br/>Coordinator</i> |          |                        |
| SF ESPO012                    | Professor Tuija<br>Pulkkinen, Dean of<br>School of Electrical<br>Engineering       | 8.1.2014 |                        |

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