



université
de BORDEAUX



Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 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 (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University Faculty of Economics and Administrative Sciences, Department of Business Administration	TR ISTANBU07	Institutional Coordinator: Prof. Dr. Bayram Ali Ersoy Tel: +90 212 383 5650 erasmus@yildiz.edu.tr	www.yildiz.edu.tr www.eu.yildiz.edu.tr/en Course Catalogue: www.bologna.yildiz.edu.tr
		Departmental Coordinator: Assoc. Prof. Dr. Pınar Büyükbacı Tel: +90 212 383 25 46 pbilur@gmail.com	
		Departmental:	
University of Bordeaux université de BORDEAUX	F BORDEAU 58	Director of the international relations office : Veronique Debord-Lazaro veronique.debord-lazaro@u-bordeaux.fr Erasmus Officer for the College of Law, political science, Economics, Administration and Management: Vanessa Chalumeau vanessa.chalumeau@u-bordeaux.fr	http://www.u-bordeaux.fr/ http://www.u-bordeaux.com

(Form No: FR-0547; Revizyon Tarihi: 17.10.2017; Revizyon No:03)

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		International Office 16 avenue Léon Duguit - CS 50057 F -33608 Pessac T.: +33 556 84 86 39	http://www.u-bordeaux.fr/Admission/Etudiants-etrangers/Programmes-de-mobilite/Programmes-d-echange
		Erasmus staff mobility officer Isabel RODRIGUEZ Staff-mobility-erasmus@u-bordeaux.fr +33 5 40 00 87 57	

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR ISTANBU07	F BORDEAU 58	0410	Business Administration	3 rd	2 students x 10 months	Only by individual agreement
F BORDEAU 58	TR ISTANBU07	0410	Business Administration	3 rd	2 students x 10 months	Only by individual agreement

[total number of months of the study periods or average duration*]

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
TR ISTANBU07	F BORDEAU 58	0410	Business Administration	2 staff x 1 week	Upon agreement
F BORDEAU 58	TR ISTANBU07	0410	Business Administration	2 staff x 1 week	Upon agreement

[total number of days of teaching periods or average duration*]

(Form No: FR-0547; Revizyon Tarihi: 17.10.2017; Revizyon No:03)

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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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	0410	Turkish	English	B1	B2
F BORDEAU 58	0410	French, English		B1 - French B2 - English	B2 - French

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 BORDEAU 58

The university of Bordeaux has the infrastructure to welcome students and staff with some kinds of disabilities. Please contact our incoming officer before nominating any students.

Disabled People's Service: <http://www.u-bordeaux.fr/Vie-des-campus/Accueil-des-etudiants/Profils-specifiques>

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 BORDEAU 58	May 1st	November 1st

F BORDEAU 58: Partner institutions should send nominations by email to incoming-pessac@u-bordeaux.fr not before April for autumn term and not before September for spring term.

2. The receiving institution will send its decision within [4] weeks.

¹For 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>
(Form No: FR-0547; Revizyon Tarihi: 17.10.2017; Revizyon No:03)

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>

F BORDEAU 58: ECTS grading scale:

Local grades	ECTS grades
18-19-20	A
15-16-17	B
13-14	C
12	D
10-11	E
Inferior 10	F, FX

2. Visa and Residence Permit

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.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
F BORDEAU 58	Ministère des Affaires Etrangères Accueil des étudiants étrangers	http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/

	Université de Bordeaux International office incoming-pessac@u-bordeaux.fr	http://www.u-bordeaux.fr/Profils/Etudiant-etranger/Carte-de-sejour-Etudiant https://www.u-bordeaux.com/Education/Admissions/Practical-information
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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	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
F BORDEAU 58	Université de Bordeaux International office incoming-pessac@u-bordeaux.fr	<p>Health Insurance is mandatory for all exchanges students :</p> <p>EU-inhabitants: copy of the European Health Insurance Card</p> <p>Non-EU: copy of a certificate of health insurance translated in French without any amount of refund for the complete duration of the mobility.</p> <p>Without required documents, the students will have to pay for the French insurance "Sécurité sociale" .</p> <p>http://www.u-bordeaux.fr/International/Venir-a-Bordeaux/Etudiants-etrangers/Mobilite-en-programme-d-echange/Programmes-de-mobilite</p> <p>https://www.u-bordeaux.com/Education/Admissions/Practical-information</p>




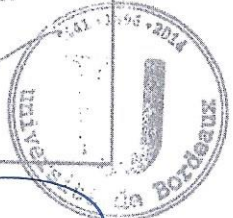
4. Housing

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.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185
F BORDEAU 58	Université de Bordeaux International office incoming-pessac@u-bordeaux.fr	http://www.u-bordeaux.fr/Admission/Etudiants-etrangers/Programmes-de-mobilite/Programmes-d-echange https://www.u-bordeaux.com/Welcome/Everyday-life http://www.crous-bordeaux.fr/international/les-etapes-pour-effectuer-votre-demande/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Prof. Dr. Murat SARI Vice Coordinator YTU INTERNATIONAL RELATIONS	30.04.2019	 
F BORDEAU 58	Manuel Tunon de Lara, President of the University of Bordeaux	28/01/2019	 

Assoc. Prof. Tinar Buyukbalci (DEPARTMENTAL COORDINATOR.
- YILDIZ TECHNICAL UNIVERSITY).


28.05.2019.

²Scanned signatures are accepted