



Erasmus+ Programme

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2016/17-2020/21
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 (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Yildiz Teknik Üniversitesi	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Departmental Coordinator: Assis. Prof. Dr. Emel Akyol Tel.: +90 212 383 4763 Email: eakvol@yildiz.edu.tr <i>E.A.</i>	http://www.bologna.yildiz.edu.tr/
University of Tartu	EE TARTU02	Institutional: International Student Service, Ülikooli 18, 50090 Tartu, Estonia Jaanika Haljasmäe - outgoing Erasmus students for studies erasmus@ut.ee , +372737 5151 Annika Kalda - incoming Erasmus students - Incoming Erasmus teaching staff +372 7376085, erasmusin@ut.ee Egle Rummel da Costa - outgoing/incoming Erasmus trainees +372 7376019, Egle.Rummeldacosta@ut.ee Sirli Urbas - Erasmus staff training - Erasmus teaching staff mobility +372 737 5194, sirli.urbas@ut.ee	http://www.ut.ee/en/prospect-ive-students/exchange-students

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

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

		Faculty Contact Person: Prof. Ivo Leito e-mail: ivo.leito@ut.ee	http://www.ut.ee/ams/
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B. Mobility numbers³ 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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISC ED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Trainees hips *
TR ISTANBU07	EE TARTU 02	524	Chemical Enginee- ring	1 st , 2 nd , 3 rd	10 (2 students)	-
EE TARTU02	TR ISTANBU07	524	Chemical Enginee- ring	1 st , 2 nd , 3 rd	10 (2 students)	-

[*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 *
TR ISTANBU07	EE TARTU02	524	Chemistry	5 (1 person)	7 (1 person)
EE TARTU02	TR ISTANBU07	524	Chemistry	5 (1 person)	7 (1 person)

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 recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	524	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2

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>

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>

EE TARTU02	524	English		English B2	English B2
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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

TR ISTANBU07

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: erasmusin@ut.ee

EE TARTU02

UT incoming students

UT incoming students are expected to participate in the orientation course prior beginning of the respective semester. More information about the course content can be found at: <http://www.ut.ee/en/orientation-course-international-students>.

*Students need to register for the regular courses within the first two weeks of the semester. Course registration is better described at: <http://www.ut.ee/en/organisation-study>. Exchange students are required to complete at least **15 ECTS per semester**. Non-EU citizens, who need to apply for a temporary residence permit to study in Estonia, need to complete at least 22.5 ECTS per semester.*

UT incoming staff

Incoming academic staff is kindly requested to fill in the registration form after their arrival to Tartu. The form can be found at <http://www.ut.ee/en/international/international-partners/erasmus-partners>, and should be submitted to International Student Service.

UT students and staff with disabilities *UT's infrastructure for people with disabilities is described at <http://www.ut.ee/en/studies/practical/students-with-special-needs>. However, it is of utmost importance that prior hosting students and staff with disabilities, UT personnel in charge would be well informed of all the relevant necessities.*

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
EE TARTU02 (application deadline)	May 1 – non EU citizens June 1 – EU citizens	November 1 – all applicants

- The receiving institution will send its decision within [**EE TARTU02: 4**] weeks.
- A Transcript of Records will be issued by the receiving institution no later than [**EE TARTU02: 4**] weeks after the assessment period has finished at the receiving HEI.
- Termination of the agreement
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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>

PL WROCLAW 02:

<http://www.ut.ee/en/prospective-students/exchange-students>

EE TARTU02: <http://www.ut.ee/en/studies/study-regulations/credits>

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.ed u.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
EE TARTU02	erasmusin@ut.ee	http://www.ut.ee/en/prospective-students/residence-permits

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.ed u.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
EE TARTU02	erasmusin@ut.ee	http://www.ut.ee/en/prospective-students/health-insurance



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.ed u.tr	http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation
EE TARTU02	erasmusin@ut.ee	http://www.ut.ee/en/admissions/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
TR ISTANBU07	Assoc. Prof. Dr. Bayram Ali ERSOY, Institutional Coordinator	11 DEC 2015	
EE TARTU02	Prof. Peeter Burk, Dean University of Tartu, Faculty of Science and Technology	08.12.15	

⁵ Scanned signatures are accepted