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Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2014-2021 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	Website
UNIVERSIDAD POLITÉCNICA DE MADRID	E MADRID05	Erasmus Institutional Coordinator: Prof. Alberto Almendra, c/ Ramiro de Maeztu 7, 28040 Madrid, Spain ☎ +34 91 336 3660 ✉ +34 91 336 3664 ✉ international.europe@upm.es	www.upm.es
ESCUELA TÉCNICA SUPERIOR DE ARQUITECTURA DE MADRID		Erasmus Departmental Coordinator: Prof. Javier García-Germán Avda Juan Herrera, 4 28040-Madrid Spain ☎ +34 91 336 5249 ✉ +34 91 336 6521 ✉ intercambio.arquitectura@upm.es	www.aq.upm.es
YILDIZ TECHNICAL UNIVERSITY	TR ISTANBU07	Erasmus Institutional Coordinator: Assoc. Prof. Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel. +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Erasmus Departmental Coordinator: Assoc. Prof. Dr. Birgül ÇOLAKOĞLU YTU Faculty of Architecture, Besiktas 34349 Istanbul, Turkey Phone: +90 212 3832597 Fax: +90 212 2618929 Signature E-mail: llp_arch@yildiz.edu.tr llp.ytu.mim@gmail.com	http://www.bologna.yildiz.edu.tr/

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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area*		Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
		Code [ISCED]	Name		Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
E MADRID05	TR ISTANBU07	581	Architecture	1 st , 2 nd	2x10 = 20	
TR ISTANBU07	E MADRID05	581	Architecture	1 st , 2 nd	2x10 = 20	

*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.]

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FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area*		Number of staff mobility periods	
		Code [ISCED]	Name	Staff Mobility for Teaching [total number of days of teaching periods or average duration ¹]	Staff Mobility for Training
E MADRID05	TR ISTANBU07	581	Architecture	1 teacher 1week 8 h	
TR ISTANBU 07	E MADRID05		Architecture	1 teacher 1week 8 h.	

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]
E MADRID05		ES		A1-A2	B2
TR ISTANBU07		TR	ENG	A1-A2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

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]
[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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 MADRID05	June 10 th	December 1 st
TR ISTANBU 07	December 20 th	June 20 th

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution at the end of September
4. Termination of the agreement

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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide². 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.]

2. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile

¹ 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>

² http://ec.europa.eu/education/lifelong_learning_policy/ects_en.htm

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 MADRID05	erasmus@upm.es	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

3. 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 MADRID 05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=informstudents/accommodation

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 MADRID 05	erasmus@upm.es	www.upm.es/internacional/Students/Student+Attention/dd eebfdf03a97210VgnVCM10000009c7648aRCRD
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
E MADRID 05	Prof. Javier Garcia-Germán Departmental Coordinator	13 ENE 2014	[Signature]
	Prof. Alberto Almendra Erasmus Institutional Coordinator		[Signature]
TR ISTANBU 07	Assoc. Prof. Dr. Birgül ÇOLAKOĞLU Erasmus Departmental Coordinator	10.01.2014	[Signature]
	Assoc. Prof. Dr. Bayram Ali Ersoy Erasmus Institutional Coordinator		[Signature]

