



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Università di Trieste	I TRIESTE01	<b>Administrative contacts:</b> Ripartizione Mobilità Internazionale Piazzale Europa, 1 I-34127 Trieste <b>Outgoing:</b> <a href="mailto:mobilita.outgoing@amm.units.it">mobilita.outgoing@amm.units.it</a> <b>Incoming:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a>	General information <a href="http://www.units.it/internationalia">http://www.units.it/internationalia</a> Course catalogue: <a href="http://esse3web.units.it/esse3/Guide/Home.do">http://esse3web.units.it/esse3/Guide/Home.do</a> <a href="http://esse3web.units.it/esse3/Guide/Home.do;jsessionid=8F152C6368684AD7EA48265B89921F22?cod_lingua=eng">http://esse3web.units.it/esse3/Guide/Home.do;jsessionid=8F152C6368684AD7EA48265B89921F22?cod_lingua=eng</a>
		Departmental Coordinator Prof. Maurizio Scaini Tel. +39 348 2703274 Fax: +39 040 5587829 Email <a href="mailto:scainim@units.it">scainim@units.it</a>	
Yildiz Technical University	TR ISTANBU07	AB Office Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> )	<a href="http://www.eu.yildiz.edu.tr">www.eu.yildiz.edu.tr</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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		Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	
		Assoc. Prof. Dr. Çiğdem Nas, Department of Political Science and International Relations YTU Merkez Kampüsü H Blok H119 34349 Yıldız Istanbul  Phone: +90 212 383 2555 Fax: +90 212 2703022 E-mail: <a href="mailto:erasmus2012.yildiz@gmail.com">erasmus2012.yildiz@gmail.com</a>	
[...]			

### B. Mobility numbers<sup>5</sup> 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 cod e [ISCE D]	Languages and Philological Sciences	Stu dy cyc le [sho rt cycl e, 1 <sup>st</sup> / 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
I TRIESTE01	TR ISTANBU07	313	Political Sciences	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	3 x 6 months	
		316	International relations			
TR ISTANBU07	I TRIESTE01	313	Political Sciences	1 <sup>st</sup>	3 x 6 months	
		316	International relations			

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				<i>[total number of days of teaching periods or average duration *]</i>	
I TRIESTE01	TR ISTANBU07	313	Polittical Sciences	1	
		316	International relations		
TR ISTANBU07	I TRIESTE01	313	Political Sciences	1 x 1 week (5 hours / week )	
		316	International relations		

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
ITRIESTE01		Italian		B1	
TR ISTANBU07		English		B1	

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

### D. Additional requirements

#### University of Trieste

<sup>6</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>

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**I TRIESTE01**: Integration of mobile students: Welcome Days, tutoring, Italian Lessons, Selections are made by fixed criteria: <http://www.units.it/Internationalia>  
**Disabled students**: <http://www2.units.it/disabili/>  
**(Partner Institution data)**

**Administrative contact to which Transcript of Record and Attendance certificate have to be sent**

Name of the institution (and department, where relevant)	Erasmus code	Contact details for Transcript of Records and attendance certificate <sup>7</sup> (email, phone)	Website (eg. of the course catalogue)
Università di Trieste	I TRIESTE01	Ripartizione Mobilità Internazionale Piazzale Europa, 1 I-34127 Trieste <a href="mailto:mobilita.outgoing@amm.units.it">mobilita.outgoing@amm.units.it</a>	<a href="http://www2.units.it/Internationalia/">http://www2.units.it/Internationalia/</a>
Yildiz Technical University	TR ISTANBU07	AB Ofisi <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>

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I TRIESTE01	<b>May</b> –to be confirmed by official mail year by year	<b>November</b> - to be confirmed by official mail year by year
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December

2.

#### University of Trieste

The receiving institution will send its decision within 4 weeks from nomination deadline. The University of Trieste will send its acceptance by email directly to the students.

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.

4. Termination of the agreement

Any unilateral or bilateral decision to discontinue or modify the exchanges will be notified to the other party by 1 September 20XX and it 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

**University of Trieste**: web page link :<http://www2.units.it/internationalia/it/policy/>

<sup>7</sup> Contact details to send ToR and attendance certificate for outgoing students .

**(Partner Institution data)**

**TR ISTANBU07:**

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

**2. Visa**

**University of Trieste**

According to the requirements of the Erasmus Charter for Higher Education the University of Trieste will assist those of its incoming mobile staff/students who need a visa by issuing in a timely manner, upon request, the necessary documentation for the visa application (i.e. letters confirming staff/students status at the institution)

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/internationalia/en/erasmus/">http://www2.units.it/internationalia/en/erasmus/</a>
TR ISTANBU07	<a href="mailto:Incoming@yildiz.edu.tr">Incoming@yildiz.edu.tr</a>	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>

**3. Insurance**

**University of Trieste**

According to the requirements of the Erasmus Charter for Higher Education insurance cover is the responsibility of the mobile participant. In cases in which insurance cover is not automatically provided, the University of Trieste will inform and assist mobile participants.

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m.. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/Internationalia/en/erasmus/">http://www2.units.it/Internationalia/en/erasmus/</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>

**4. Housing**

**University of Trieste**

According to the requirements of the Erasmus Charter for Higher Education the University of Trieste will guide incoming mobile participants in finding accommodation on the private market by providing websites offering rooms/flats on rent, associations offering accommodation and/or ESN service. Only few rooms are available at the Students hostel for students coming from non EU countries. Availability of rooms may be subject to change year by year.

Information and assistance can be provided by the following persons and information sources:

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Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>Incoming service:</b> <a href="mailto:mobilita.incoming@amm.units.it">mobilita.incoming@amm.units.it</a> Telephone Information Service: from MONDAY to THURSDAY 12 a.m. - 1 p.m. Phone: +39 040 558 3024/2569	<a href="http://www2.units.it/Internationalla/en/erasmus/">http://www2.units.it/Internationalla/en/erasmus/</a>
TR ISTANBU07	<a href="mailto:Incoming@yildiz.edu.tr">Incoming@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>

**University of Trieste**  
Erasmus Student Network

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I TRIESTE01	<b>ESN service:</b> Plazzale Europa, 1 I-34127 Trieste <a href="mailto:info@esntrieste.it">info@esntrieste.it</a>	<a href="http://www.esntrieste.it">http://www.esntrieste.it</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>a</sup>
I TRIESTE01	Prof. Diego Abenante Deputy Rector for Student International Mobility	01/12/14	Il Delegato del Rettore alla Mobilità studentesca Internazionale <i>Prof. Diego ABENANTE</i>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	25 NOV 2014	<i>Bayram Ali Ersoy</i>



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