



# 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 (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 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> 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>	

University of Ljubljana	SI LJUBLJA01	<b>Institutional:</b> Katja Cerjak, University of Ljubljana, Kongresni trg 12, 1000 Ljubljana, SI - Slovenia <a href="mailto:katja.cerjak@uni-lj.si">katja.cerjak@uni-lj.si</a> Tel. +386 1 24 18 590	<a href="http://www.fdv.uni-lj.si">http://www.fdv.uni-lj.si</a>
		<b>Departmental:</b> Neli Dimc, Faculty of Social Sciences, Kardeljeva pl. 5, 1000 Ljubljana, SI - Slovenia <a href="mailto:Neli.dimc@fdv.uni-lj.si">Neli.dimc@fdv.uni-lj.si</a> Tel. +386 1 58 05 2305	

## 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
TR ISTANBU 07	SI LJUBLJA 01	14.1 14.6	Political science, international relations	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2x10 months	Only by individual agreement
SI LJUBLJA 01	TR ISTANBU 07	14.1 14.6	Political science, international relations	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2x10 months	Only by individual agreement



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 <i>[total number of days of teaching periods or average duration.*]</i>	Staff Mobility for Training
TR ISTANBU07	SI LJUBLJA 01	14.1 14.6	Political science, international relations	1x5 days	1
SI LJUBLJA 01	TR ISTANBU07	14.1 14.6	Political science, international relations	1x5 days	1

### 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 <sup>1</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07		English		B1	B2
SI LJUBLJA 01		English		B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

<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>

## D. Additional requirements

TR ISTANBU07:

## 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 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
SI LJUBLJA 01	15 <sup>th</sup> May	15 <sup>th</sup> November

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

#### SI LJUBLJA 01

<http://www.fdv.uni-lj.si/en/study/exchange-programmes/international-office/study-information/grading-system>



## 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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	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>
SI LJUBLJA 01	<a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> +386 1 24 18 592	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international_relations</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 [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	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>
SI LJUBLJA 01	<a href="mailto:Intern.office@uni-lj.si">Intern.office@uni-lj.si</a> +386 1 24 18 592	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international_relations</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation</a>
SI LJUBLJA 01	Intern.office@uni-lj.si +386 1 24 18 592	<a href="http://www.uni-lj.si/international_relations">http://www.uni-lj.si/international_relations</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>		 YILDIZ TECHNI UNIVERSITY since 19
SI LJUBLJA 01	Prof. Bojko Bučar, Dean of the Faculty of Social Sciences by the Authorisation of the Rector	2.12.2013	 UNIVERSITY OF LJUBLJANA

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