



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
Yildiz Technical University	TR ISTANBU07	Prof.Dr. Bayram Ali Ersoy, Institutional Erasmus coordinator Phone +90 212 383 5650 e-mail: erasmus@yildiz.edu.tr Assoc. Prof. Dr. Fusun Balik Sanli, Departmental coordinator, Faculty of Civil Engineering (Dept. of Geomatic Engineering) e-mail : fbalik@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
Univerza v Ljubljani (University of Ljubljana) Faculty of Civil and Geodetic Engineering	SI LJUBLJA 01	Katja Cerjak, Institutional Erasmus coordinator Phone +386 1 241 85 92 e-mail: katja.cerjak@uni-lj.si Assist. Prof. Dr. Dušan Petrovič, Departmental co-ordinator, Faculty of Civil and Geodetic Engineering e-mail : dusan.petrovic@fgg.uni-lj.si	https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/ and https://www.en.fgg.uni-lj.si/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Romana Hudin, International Office, Contact Person Phone: +386 1 476 86 28 e-mail: romana.hudin@fgg.uni-lj.si	
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B. Mobility numbers² 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 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU07	SI LJUBLJA 01	443	Geodesy	1, 2, 3	2 students for 9 months	-----
SI LJUBLJA 01	TR ISTANBU07	443	Geodesy	1, 2, 3	2 students for 9 months	-----

[*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	SI LJUBLJA 01	443	Geodesy	1 staff for one week	

² 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>

SI LJUBLJA 01	TR ISTANBU07	443	Geodesy	1 staff for one week	
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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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
SI LJUBLJA 01		Slovenian	English	B2	C1

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

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 15th May-15th July	Online Application Period 15th October-15th December
SI LJUBLJA 01	May 15	November 15

[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 6 weeks.
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.

³ 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>

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

The ECTS users' guide of University of Ljubljana is published at the following web page:

SI LJUBJA01: http://www.uni-lj.si/study_at_the_university/examination_and_assessment_rules_and_regulations/

ECTS and institutional grading scale:

Slovenian grade	ECTS grade	Definition
10 (Excellent)	A (Excellent)	Outstanding performance with only minor errors.
9 (Very Good)	B (Very Good)	Above the average standard but with some errors.
8 (Very Good)	C (Good)	Generally sound work with a number of notable errors.
7 (Good)	D (Satisfactory)	Fair but with significant shortcomings.
6 (Poor)	E (Sufficient)	Performance meets the minimum criteria.
5 – 1 (Unsatisfactory)	F, FX (Fail)	Considerable further work is required.

TR ISTANBU07: <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

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
SI LJUBLJA 01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx
TR ISTANBU07		http://www.goc.gov.tr/main/Eng_3 https://e-ikamet.goc.gov.tr/

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		http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749 https://e-ikamet.goc.gov.tr/
SI LJUBLJA 01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx


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/en/sayfa/8/Erasmus-Student-Network/185
SI LJUBLJA 01	<i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592	http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR ISTANBU07	Prof. Dr. Ali Rıza Büyüksu <i>Institutional Erasmus Coordinator</i>	26/08/2017	
SI LJUBLJA01	Prof. Dr. Matjaž Mikoš, Dean	23. 8. 2017	