



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

### among EU Member States and third countries associated to the Programme

1

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

#### **Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

### Validity period of the agreement

Timeframe	Academic Year
Start of validity	2021/2022
End of validity	2027/2028

### A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites ( General/Faculties/ Course catalogue)
Yildiz Technical University	TR ISTANBU07  Participant Identification Code (PIC): 997203651	Murat TURHAN, PhD Institutional Coordinator +90 212 383 39 40 <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a> <a href="mailto:bilateralagreements@yildiz.edu.tr">bilateralagreements@yildiz.edu.tr</a>  Department: Chemistry Departmental Coordinator: Prof. Dr. Sevgi Kocaoba Tel: +90 2123834152 E-mail: <a href="mailto:kocaoba@yildiz.edu.tr">kocaoba@yildiz.edu.tr</a>	<a href="http://www.yildiz.edu.tr">www.yildiz.edu.tr</a> <a href="http://www.erasmus.yildiz.edu.tr/en">www.erasmus.yildiz.edu.tr/en</a> Course Catalogue: <a href="http://www.bologna.yildiz.edu.tr">www.bologna.yildiz.edu.tr</a> Department Web-site: <a href="http://www.kml.yildiz.edu.tr">www.kml.yildiz.edu.tr</a>

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

Brno University of Technology	CZ BRNO01	<i>Institutional Coordinator</i> <b>Mgr. Michaela Veselá</b>	University website: <a href="https://www.vutbr.cz/en/study-options/erasmus">https://www.vutbr.cz/en/study-options/erasmus</a>  Course Catalog: <a href="https://www.fch.vut.cz/en/students/courses">https://www.fch.vut.cz/en/students/courses</a>  Department Web-site: <a href="https://www.fch.vut.cz/en/applicant/short">https://www.fch.vut.cz/en/applicant/short</a>
		Tel: +420 54114 5123 E-mail: <a href="mailto:vesela.m@vutbr.cz">vesela.m@vutbr.cz</a>	
		<i>Departmental Coordinator</i> <b>doc. Ing. Petr Dzik, Ph.D.</b>	
		Tel: +420 54114 9404 E-mail: <a href="mailto:dzik@fch.vut.cz">dzik@fch.vut.cz</a>	
		<i>Administrative Contact</i> <b>Bc. Petra Jurčková</b>	
		Tel: +420 54114 9303 E-mail: <a href="mailto:jurcekova@fch.vut.cz">jurcekova@fch.vut.cz</a>	

## B. Mobility numbers<sup>3</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.]

### Student Mobility

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
TR ISTANBU 07	CZ BRNO01	13.3	Chemistry		1st, 2nd or 3rd	4 Students	40 Months	2 Students	12 Months
CZ BRNO01	TR ISTANBU 07	0531	Chemistry		1st, 2nd or 3rd	4 Students	20 Months	2 Students	2 Months

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

**Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

**Academic Staff Mobility**

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
TR ISTANBU 07	CZ BRNO01	13.3	Chemistry	2 staff	7 days		
CZ BRNO01	TR ISTANBU 07	0531	Chemistry	2 staff	10 days		

**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>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		Turkish	English	B1	B2
CZ BRNO01		English		B1	B2

<sup>4</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. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
TR ISTANBU07	Online Application Period 15th May-15th July	Online Application Period 15th October-15th December
CZ BRNO01	15 May	30 October

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
TR ISTANBU07	Online Application Period 15th May-15th July	Online Application Period 15th October-15th December
CZ BRNO01	Online application: 31 March-31 May  BUT strongly advises all visa students to place their online application as soon as possible, so the application is processed, and their visa documents can reach them in time.	Online application: 15 September-15 November  BUT strongly advises all visa students to place their online application as soon as possible, so the application is processed, and their visa documents can reach them in time.

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a> <a href="https://ytuerasmus.yildiz.edu.tr/">https://ytuerasmus.yildiz.edu.tr/</a>
CZ BRNO01	<a href="mailto:jurcekova@fch.vut.cz">jurcekova@fch.vut.cz</a>	<a href="https://www.fch.vut.cz/en/applicant/short">https://www.fch.vut.cz/en/applicant/short</a>

## E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
TR ISTANBU07	1. Nomination  2. Application Module	1. Exchange students should be nominated by the home institution.  2. Exchange students are required to complete the online application module.	1. <a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>  2. <a href="https://ytuerasmus.yildiz.edu.tr/">https://ytuerasmus.yildiz.edu.tr/</a>
CZ BRNO01	Transcript of Records  Motivation letter  Medical certificate	Included in the online application.  Included in the online application.  See the website for short-term students.	<a href="https://www.fch.vut.cz/en/applicant/short#how-to-apply">https://www.fch.vut.cz/en/applicant/short#how-to-apply</a>

The receiving institution will send its decision within [4] weeks, **and no later than 5 weeks.**

## Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
TR ISTANBU07		YTU provides infrastructure for welcoming students and staff with special needs. Applicants should contact our Erasmus office prior to their applications.	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CZ BRNO01	<a href="#">ALFONS</a>	Service is available for students with specific learning difficulties, hearing impairment, visual impairment, physical impairment, mental health issues, autistic spectrum disorders, chronic somatic diseases.	<a href="mailto:alfons@vutbr.cz">alfons@vutbr.cz</a> +420 54114 2929	<a href="https://alfons.vut.cz/en/">https://alfons.vut.cz/en/</a>

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
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TR ISTANBU07		YTU provides infrastructure for welcoming students and staff with special needs. Applicants should contact our Erasmus office prior to their applications.	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>

## F. Information

### 1. 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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a> <a href="https://yildiz.esnturkey.org/accommodation">https://yildiz.esnturkey.org/accommodation</a>
CZ BRNO01	<a href="mailto:jurcekova@fch.vut.cz">jurcekova@fch.vut.cz</a>	<a href="https://www.fch.vut.cz/en/applicant/short">https://www.fch.vut.cz/en/applicant/short</a> <a href="https://www.kam.vutbr.cz/english/">https://www.kam.vutbr.cz/english/</a>

### 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CZ BRNO01	<a href="mailto:jurcekova@fch.vut.cz">jurcekova@fch.vut.cz</a>	<a href="https://www.fch.vut.cz/en/applicant/short#how-to-apply">https://www.fch.vut.cz/en/applicant/short#how-to-apply</a>  BUT strongly advises all visa students to place their online application as soon as possible, so the application is processed, and their visa documents can reach them in time.  Please contact us in order to receive information about the "Student mode" procedure.

### **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CZ BRNO01	<a href="mailto:jurcekova@fch.vut.cz">jurcekova@fch.vut.cz</a>	<a href="https://www.fch.vut.cz/en/applicant/short">https://www.fch.vut.cz/en/applicant/short</a>

#### **4. Additional information**

<b>Receiving institution [Erasmus code]</b>	<b>Information on recognition process / other useful information:</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	Grading System	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading">http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading</a>
CZ BRNO01	Grading scale	<a href="mailto:jurcekova@fch.vut.cz">jurcekova@fch.vut.cz</a>	<a href="https://www.fch.vut.cz/en/applicant/short/grading-scale-2-pdf-p178916">https://www.fch.vut.cz/en/applicant/short/grading-scale-2-pdf-p178916</a>



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.

#### **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."*

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
TR ISTANBU07	Murat TURHAN, PhD <i>Institutional Coordinator</i>		
CZ BRNO01	doc. Ing. Petr Dzik, Ph.D <i>Departmental Coordinator</i>	March 17 2022	



<sup>5</sup> Scanned signatures are accepted

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