Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2021-2027
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)
Universidad Politécnica de Madrid	E MADRID05	**Erasmus Institutional Coordinator:** Prof. Alberto Almendra. C/ Ramiro de Maeztu, 7 28040 Madrid. Spain ☎ : +34 91 067 01 56 international.europe@upm.es	www.upm.es
ETSIDI (Escuela Técnica Superior de Ingeniería y Diseño Industrial)		**Erasmus Departmental Coordinator:** Prof. Isabel Carrillo Ramiro. Ronda de Valencia, 3 28012 Madrid. Spain ☎:+34 91 067 74 11 subdirector.ari.etsidi@upm.es	http://www.etsidi.upm.es https://www.etsidi.upm.es/International/Estudiantes
Yildiz Technical University	TR ISTANBU07	**Institutional Coordinator** Murat TURHAN, PhD +90 212 383 39 40 erasmus@yildiz.edu.tr bilateralagreements@yildiz.edu.tr **Control and Automation Departmental coordinator** Dr. Claudia Fernanda YAŞAR E-mail: cfyasar@yildiz.edu.tr	www.yildiz.edu.tr www.erasmus.yildiz.edu.tr/en Course Catalogue: www.bologna.yildiz.edu.tr

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

| | | | Electronics and Communications Engineering Departmental Coordinator
Asst. Prof. Revna ACAR VURAL, PhD
E-mail: racar@yildiz.edu.tr

Chemical Engineering Departmental Coordinator
Assoc. Prof. Dr. Emel AKYOL
Tel: +90 2121 3834763
E-mail: eakyol@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 November 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
E MADRID05	TR ISTANBU07	0714	Electronics and automation: · Electronics and Communications Engineering Department · Control and Automation Department	1st, 2nd, 3rd	2x12months = 24 (4x6months=24) 1x12 months= 12 (2x6months=12)	
		0711	Chemical engineering and processes		2x12months=24 (4x6months=24)	
TR ISTANBU07	E MADRID05	0714	Electronics and automation: · Electronics and Communications Engineering Department · Control and Automation Department	1st, 2nd, 3rd	2x12months = 24 (4x6months=24) 1x12 months= 12 (2x6months=12)	
		0711	Chemical engineering and processes		2x12months=24 (4x6months=24)	

[*Optional: subject area code & name and study cycle are optional.]

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 *
E MADRID05	TR ISTANBU07	0714	Electronics and automation · Electronics and Communications Engineering Department	2/8h/1week each	2/8h/1week each
		0711	Chemical engineering and processes		
TR ISTANBU07	E MADRID05	0714	Electronics and automation · Electronics and Communications Engineering Department	2/8h/1week each	2/8h/1week each
		0711	Chemical engineering and processes		

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[2]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		Spanish	English	B1 / B2	B2
TR ISTANBU07		Turkish	English	B1	B2

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

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[2] 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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D. Additional requirements

TR ISTANBU07:
- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module: https://ytuerasmus.yildiz.edu.tr/
- YTU provides infrastructure for welcoming students and staff with special needs.

EMADRID05:
Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). The ETS de Ingeniería y Diseño Industrial is fully accessible to persons with physical disabilities. Students have access to resources facilitating their integration in the school. There are adapted elevators and bathrooms, and ramps and that make the teaching facilities easy to access for students using wheelchairs. There are classrooms adapted to the necessities of students with disabilities.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID05	Nomination deadline: **June 1st** Applications by nominated students must reach the receiving institution by: **June 15th**	Nomination deadline: **December 1st** Applications by nominated students must reach the receiving institution by: **December 15th**
TR ISTANBU07	Online Application Period **15th May-15th July**	Online Application Period **15th October-15th December**

The nominations should be sent to the following email addresses:

When Escuela Técnica Superior de Ingeniería y Diseño Industrial (ETSIDI), de la Universidad Politécnica de Madrid (UPM), is the receiving institution: incoming.etsidi@upm.es and when Yildiz Technical University is the receiving institution, incoming@yildiz.edu.tr

1.b. Academic calendar:

Receiving institution	Autumn term* [month]	Spring term* [month]
E MADRID05	Teaching period: September 9th – December 20th Exam period: January 8th-29th	Teaching period: February 4th – May 22th Exam period: May 28th- June 13th
	These dates could suffer some changes depending on each course academic calendar: https://www.etsidi.upm.es/Estudiantes/AgendaAcademica/AACalendario	
TR ISTANBU07	Academic calendars appear on the following webpage: http://www.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Erasmus-Calendar/470	

2. The receiving institution will send its decision within 5 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.

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

E MADRID05

ECTS Grade	Definition	Local Grade
A	EXCELLENT – Outstanding performance with only minor errors	9 – 10 Sobresaliente
B	VERY GOOD – above the average standard but with some errors	8 – 8,9 Notable
C	GOOD – generally sound work with a number of notable errors	7,0 – 7,9 Notable
D	SATISFACTORY – fair but with significant shortcoming	6,0 – 6,9 Aprobado
E	SUFFICIENT – performance meet the minimum criteria	5,0 – 5,9 Aprobado
F	FAIL – some more work required before the credit can be awarded	0,0 – 4,9 Suspenso
G	Exam not taken	N.P. – NO PRESENTADO

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	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.erasmus.yildiz.edu.tr/en

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	Website for information
E MADRID05	erasmus@upm.es	**European Health Insurance Card:** www.centrossanitarios.sanidadmadrid.org **Insurance Policy for international mobility**

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		http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.erasmus.yildiz.edu.tr/en

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/ddeebfdf03a97210VgnVCM10000009c7648aRCRD
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.erasmus.yildiz.edu.tr/en https://yildiz.esnturkey.org/accommodation

G.   SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
E MADRID 05	Prof. Alberto Almendra **Erasmus Institutional Coordinator** Prof. Isabel Carrillo Ramiro **Departmental Coordinator**		
TR ISTANBU07	Murat TURHAN, PhD **Institutional Coordinator**	27.04.2021	

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[3] Scanned signatures are accepted

Erasmus+ Programme
Inter-institutional agreement 2021-2027
E MADRID05-TR ISTANBU07

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