



# 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)
<b>YILDIZ TECHNICAL UNIVERSITY</b>	<b>TR ISTANBU07</b>	<b><u>Institutional:</u></b> <b>Assoc.Prof.Dr.Bayram Ali ERSOY</b> ( <i>Institutional Erasmus Coordinator</i> ) 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>  Asst. Prof. Dr. Müslüm ÖZİŞİK YILDIZ TECHNICAL UNIVERSITY Mathematical Engineering Department Department Coordinator
		<b><u>Departmental:</u></b> <b>Ass.Prof.Dr. Müslüm ÖZİŞİK</b> ( <i>Mathematical Engineering Department Erasmus Coordinator</i> ) <b>YILDIZ TECHNICAL UNIVERSITY</b> Mathematical Engineering Department Davutpasa Campus, ESENLER-ISTANBUL <b>Phone</b> : +90 212 383 46 08 <b>Fax</b> : +90 212 383 45 90 <b>E-mail</b> : <a href="mailto:ozisik@yildiz.edu.tr">ozisik@yildiz.edu.tr</a>	
<b>UNIVERSITÀ DEGLI STUDI DI FRENZE</b>	<b>I FIRENZE 01</b>	<b><u>Institutional:</u></b> <b>UNIVERSITA DEGLI STUDI DI FIRENZE</b> Phone: +39 055 2757682 Fax: +39 055 27 57 681 E-mail: <a href="mailto:erasmus@adm.unifi.it">erasmus@adm.unifi.it</a>	
		<b><u>Departmental:</u></b> <b>Dott Vincenzo De MARCO</b> Area Del Servizi alla Didattica o alla Ricerca - Ufficio Orientamento, Mobilità e Collaborazioni Studentesche, Piazza San Marco, 4 - 50121 Firenze - ITALIA Phone: +39 055 2757882 Fax: +39 055 2757681 E-mail: <a href="mailto:erasmus@adm.unifi.it">erasmus@adm.unifi.it</a>	

## 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
TR ISTANBU07	I FRENZE 01	46	Computing, Mathematics, Informatics	1 <sup>st</sup>	4*10= 40 months	Only by individual agreement
I FRENZE 01	TR ISTANBU07	46	Computing, Mathematics, Informatics	1 <sup>st</sup>	4*10= 40 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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training
TR ISTANBU07	I FRENZE 01	523	Computing, Mathematics, Informatics	2*14= 28 days	
I FRENZE 01	TR ISTANBU07	523	Computing, Mathematics, Informatics	2*14= 28 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>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
I FIRENZE 01		See mobility section B		See mobility section B	See mobility section B

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

##### TR ISTANBU07:

##### I FIRENZE 01 :

Università degli Studi di Firenze:

a- Application forms for incoming students are available in the official website: [www.unifi.it](http://www.unifi.it) – under Section: Students from Abroad/ Incoming Erasmus students

b- There is no official application deadline in UNIFI, but some Schools may ask for it due to organizational reasons, so please address the Erasmus coordinator of the hosting School when nominating your outgoing students (contact list available at: <http://www.unifi.it/cmpro-v-p-743.html>).

c- Incoming Erasmus students can attend one Italian Language course without paying any fees, but courses are offered starting from A2 level, considering the basic A1 level as acquired. To register to this course students should fill an on-line application available at: <http://www.unifi.it/itacla/>

d A knowledge of the Italian language corresponding to B1 level is strongly recommended to attend courses in Italian. Officially no certification is required, but some Schools may ask for it, so please address the Erasmus coordinator of the hosting School (<http://www.unifi.it/cmpro-v-p-743.html>) for further information on language certification requirements when nominating your outgoing students.

e Student mobility for placement purposes (SMP) is possible only upon specific or individual agreement (Letter of Intent) between the sending and the hosting School/Department.

f For the implementation of staff training mobility (STT) a letter of invitation, issued by a contact person in UNIFI, is required.

g Students and staff with disabilities may ask in advance information on available supports at: [cespd@unifi.it](mailto:cespd@unifi.it) ([www.cedis.unifi.it](http://www.cedis.unifi.it))

#### 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

<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>

I FRENZE 01

There is no official deadline but please address the Erasmus Coordinator (<http://www.unifi.it/cmpro-v-p-743.html>) of the hosting School when nominating your students to UNIFI, because terms may be set for organizational reasons.

<http://www.unifi.it/vp-729-incoming-erasmus-students.html>

<http://www.unifi.it/cmpro-v-p-9488.html>

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>

#### I FRENZE 01:

UNIFI adopts a system compatible with ECTS. The grading system ranges from 0 to 30, with 18 as passing grade. A "cum laude" may be added to the highest grade (30) as a mention of special distinction.

Under this frame work each School adopts its own conversion tables.

UNIFI is currently working on the introduction of the ECTS 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr">http://www.bologna.yildiz.edu.tr</a>
I FRENZE 01		<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information

### 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	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>
I FRENZE 01		<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information

#### 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=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>
I FRENZE 01		<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	<b>Assoc.Prof.Dr. Bayram Ali ERSOY</b> <i>Institutional Erasmus Coordinator</i>	25 DEC 2013	 
I FRENZE 01	<b>Prof. Anna Nozzoli</b> Vice-Rector		 

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