

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2018-20[21]<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
University of Split Poljička cesta 35, HR- 21000 Split	HR SPLIT01	<b>Institutional Coordinator:</b> Ana Ćosić International Relations Office e-mail: acosic@unist.hr Tel: +385 21 440 343 Fax: +385 21 440 344	<a href="http://www.unist.hr">www.unist.hr</a>
Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture		<b>Faculty coordinator:</b> Mira Braović Plavša e-mail: erasmus@fesb.hr	<a href="https://eng.fesb.unist.hr/">https://eng.fesb.unist.hr/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>İzmir Institute of Technology EUC: 220729 <a href="http://www.iztech.edu.tr">www.iztech.edu.tr</a>,</p>	<p>TR IZMIR03</p>	<p><b>Erasmus Institutional Coordinator:</b>  Prof. Dr. Mehtap Eanes  Office of International Relations, TR-35430 Urla-İzmir;  Tel: +90 232 750 78 92; Fax: +90 232 750 78 95; <a href="mailto:erasmuskoodinator@iyte.edu.tr">erasmuskoodinator@iyte.edu.tr</a>  <b>For incoming students:</b>  <a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a></p>	<p><a href="http://www.iztech.edu.tr">www.iztech.edu.tr</a>, <a href="http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145">http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145</a></p>
<p>Mechanical Engineering Department</p>		<p><b>Departmental Erasmus Coordinators:</b>  Asst. Prof. Alvaro Diez <a href="mailto:alvarodiez@iyte.edu.tr">alvarodiez@iyte.edu.tr</a>  Tel: +90 232 750 6707 Fax: +90 232 750 6701</p>	

#### B. Mobility numbers<sup>5</sup> 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 Traineeship s *	
HR SPLIT01	TR IZMIR03	071	Engineering and engineering trades	1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup>	2 students x 5 months=10 months total	0
TR IZMIR03	HR SPLIT01	0715	Mechanical Engineering	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students x 5 months=10 months total	0

<sup>5</sup> 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>)

[\*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 *
HR SPLIT01	TR IZMIR03	071	Engineering and engineering trades	4 teachers x 5 days 20 days total	2 persons x 5 days 10 days total
TR IZMIR03	HR SPLIT01	0715	Mechanical Engineering	4 teachers x 5 days 20 days total	2 persons x 5 days 10 days total

### 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>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
HR SPLIT01		Croatian	English	English B2 Croatian A1-A2, if applicable	English C1
TR IZMIR03		English	English	B1	B2

<sup>6</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>

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

##### HR SPLIT01:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [erasmus@unist.hr](mailto:erasmus@unist.hr)

##### TR IZMIR03:

The original transcript of records (no carbon copy is accepted) with the exams done by the Turkish student can be given or sent directly to him/her OR to the International Office of TR IZMIR03.

The Learning Agreement or the changed Learning Agreement has to be given to the Turkish student who will submit to the approval of the departmental coordinator.

The incoming Erasmus student/partner universities can check information about extension of study period and changes to the original L. Agreement on the web site:

Selection/preparation/integration of mobility students and staff will be carried out in accordance with the principles of the Erasmus HEI Charter 2014-2019. Students and staff with disabilities will be accepted and assisted. Buddy system and orientation day/activities will be organized for incoming students.

İzmir Institute of Technology has **NO** infrastructure to welcome students and staff with disabilities.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR SPLIT01	1 June	1 November
TR IZMIR03	<b>Nomination:</b> August 1 <sup>st</sup> <b>Application:</b> August 15 <sup>th</sup>	<b>Nomination:</b> December 15 <sup>th</sup> <b>Application:</b> December 31 <sup>st</sup>

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

2. TR IZMIR03 will send a detailed Erasmus nomination list by e-mail. It cannot be guaranteed another modality to nominate Erasmus students from TR IZMIR03 (such as online nominations etc...).
3. Partner Universities have to send a detailed Erasmus nomination list by e-mail (to [erasmuskoordinator@iyte.edu.tr](mailto:erasmuskoordinator@iyte.edu.tr)). It cannot be guaranteed the acceptance of another modality to nominate Erasmus students by partner Universities (such as online nominations etc...).

4. The receiving institution will send its decision within 3 weeks.
5. 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.
6. Termination of the agreement

In case of earlier unilateral termination, a notice of at least one academic year should be given.

## F. Information

### 1. Grading systems of the institutions

#### **HR SPLIT01:**

<http://eng.unist.hr/InternationalRelations/AcademicInformation/tabid/413/Default.aspx>

Traditional Grading system is as follows:

- 1 – fail
- 2 – pass, sufficient
- 3 – good
- 4 – very good
- 5 – excellent

#### **TR IZMIR03:**

Institution [Erasmus code]	WEB PAGE
<b>TR IZMIR03</b>	<a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a>

### 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
<b>HR SPLIT01</b>	<a href="mailto:incoming@unist.hr">incoming@unist.hr</a> +385 21 440 343	<a href="http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx">http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx</a>
<b>TR IZMIR03</b>	<a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a> Tel: +90 232 750 78 90	<a href="http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketiligi-3/">http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketiligi-3/</a> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>HR SPLIT01</b>	<a href="mailto:incoming@unist.hr">incoming@unist.hr</a> +385 21 440 343	<a href="http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx">http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx</a>
<b>TR IZMIR03</b>	Insurance cover is not automatically provided. <a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a> Tel: +90 232 750 78 90	<a href="http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliqi-3/">http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliqi-3/</a> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a>



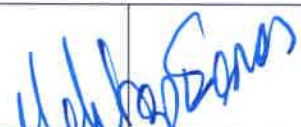
### 4. Housing

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
<b>HR SPLIT01</b>	<a href="mailto:incoming@unist.hr">incoming@unist.hr</a> +385 21 440 343	<a href="http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx">http://eng.unist.hr/InternationalRelations/ERASMUS/tabid/414/Default.aspx</a>
<b>TR IZMIR03</b>	<a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a> Tel: +90 232 750 78 90	<a href="http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliqi-3/">http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliqi-3/</a> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
<b>HR SPLIT01</b>	Prof. Đurdica Miletić, PhD Vice rector for International Cooperation		 
<b>TR IZMIR03</b>	Prof. Dr. Mehtap EMİRDAĞ EANES Erasmus Institutional Coordinator		 20.11.2018



<sup>7</sup> Scanned signatures are accepted