

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	Erasmus code	Contact details ¹	Website
Universidad de Burgos	E BURGOS01	Institutional Coordinator – Ileana María Greca Dufranc C/ Hospital del Rey s/n 09001 Burgos- SPAIN E-mail: sec.internacionalizacion@ubu.es Phone: +34 947 25 9043 International Office-Head Cristina Zaldívar Basurto E-mail: relin@ubu.es Phone: +34 947 258099 Incoming students: Ms Asunción Albuín Delgado Phone:+ 34 947258840, E-mail: sri.incoming@ubu.es Outgoing students:	www.ubu.es https://www.ubu.es/english-version/international-students/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors

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

		Ms Reyes Ortúñez Díez , Phone:+34947259008 E-mail: sri.outgoing@ubu.es Agreements and Accounting. STA/STT mobility Ms Belén González Gonzalo, Phone:+34 947259046 E-mail: relin2@ubu.es Departamental Coordinator Victoria Abad San Martín Email: vaspol@ubu.es Tlfno:	
Izmir Institute of Technologt	TR IZMIR03		

B. Mobility numbers² 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 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 *
E BURGOS01	TR IZMIR03	0715	Mechanics and metal trades	1 st ,	2 student por 2 semester	Only by individual agreement
TR IZMIR03	E BURGOS01	0713	Energy Systems Engineering.	1 st ,	2 student por 2 semester	Only by individual agreement

*[*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.]*

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>)

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 BURGOS01	TR IZMIR03	0715	Mechanics and metal trades	1/5	-----
TR IZMIR03	E BURGOS01	0713	Energy Systems Engineering.	1/5	-----

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]
E BURGOS01		Spanish (majority of courses)	English (limited number of courses) and wide number of "English friendly" courses	Recommended: B1 Spanish language/ English language (for English taught courses). Required: A2 Spanish language. No specific certification is required, but student will be required to take an online Spanish course if they cannot certify A2 level.	Recommended: B2 Spanish or in English language (if host department agrees to teaching in English) No certification is required

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>

TR IZMIR03	Energy Systems Eng.	English		B1	B2
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For more details on the language of instruction recommendations, see the department page [<https://www.ihu.edu.tr/en>].

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

The institution will check individual cases of mobility of student and staff with disabilities upon request. The institution will try to organize assistance for students and staff with disabilities.

E BURGOS01

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
E BURGOS01	The possibility of fulfilling Final Projects or Internships or Practical Courses that require a tutor, has to be discussed and arranged with the corresponding academic coordinators before including it in the learning agreement. UBU will send its decision no later than 5 weeks		
TR IZMIR 03	Application Document Learning Agreement One passport sized biometric photo Scanned passport (identification and visa pages) Health insurance valid in Türkiye Health insurance should cover whole Erasmus period of the student. https://uio.iyte.edu.tr/en/erasmus-incoming-students/		

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
E BURGOS01	- Reduced mobility - Hearing impairments		Ms. Asunción Albuín Delgado	https://www.ubu.es/english-version/international-students/ects-guide-practical-

	- Visual impairments - ...		Email: sri.incoming@ubu. es Phone: +34 947 258840	information-about-burgos-and-ubu-foreign-students-and-visitors
TR IZMIR 03	- Hearing Impairments - Visual impairments...	-Tactile surfaces for disabled students -disabled lifts at some points (library). -sidewalk works were made on campus main roads . -Studies have been started for three years for visually and hearing impaired individuals. However the studies have not been completed yet. At the beginning of the semester, İZTECH Without Barriers Team send all academicians a guide called "Information Guide for Instructors" in order to direct them about how they can help to disabled students.	engelsiz@iyte.edu.tr +90 232 750 62 11	https://sks.iyte.edu.tr/en/iztech-without-barriers/application-and-suport/

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E BURGOS01	30 th May for nomination	30 th October for nomination
TR IZMIR03	1 August	15 December

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

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
E BURGOS01	15 TH June for application	15TH November for application
TR IZMIR03	15 August	31 December

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
E BURGOS01	Contact person: Asunción Albuin Delgado Phone: +34 947 25 88 40 Email: sri.incoming@ubu.es	https://www.ubu.es/english-version/international-students/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors
TR IZMIR03	Contact person: Gizem Köfünelyi Phone: +902327507890 Email: gizemkofunelyi@iyte.edu.tr	https://uio.iyte.edu.tr/en/erasmus-incoming-students/

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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

E BURGOS01:

The Spanish grading system is based on a 0-10 scale, being 5 the passing grade. The names of the grades in Spanish are:

Matrícula de honor (outstanding)	10
Sobresaliente (excellent)	9 to 9,9
Notable (very good)	7-8 to 9
Aprobado (from pass to good)	5 to 6,9
Suspenso (fail)	0 to 4,9

TR IZMIR03: ects.iyte.edu.tr

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
E BURGOS01	Ms. Asunción Albuín Delgado Email: sri.incoming@ubu.es Phone: +34 947 258840	https://www.ubu.es/english-version/international-students/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors/accommodation
TR IZMIR03	gizemkofunyeli@iyte.edu.tr +90 232 750 78 90	http://ects.iyte.edu.tr/ https://uio.iyte.edu.tr/en/erasmus-incoming-students/

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
E BURGOS01	Ms. Asunción Albuín Delgado Email: sri.incoming@ubu.es Phone: +34 947 258840	https://www.ubu.es/english-version/international-students/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors/what-do-coming/erasmusexchange-students
TR IZMIR03	gizemkofunveli@iyte.edu.tr +90 232 750 78 90	http://ects.iyte.edu.tr/ https://uio.iyte.edu.tr/en/erasmus-incoming-students/ Insurance cover is not automatically provided.

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
TR IZMIR03			
E BURGOS01		Ms. Asunción Albuín Delgado Email: sri.incoming@ubu.es Phone: +34 947 258840	https://www.ubu.es/english-version/international-students/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors/what-do-coming/erasmusexchange-students

E BURGOS01- 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 H

5. 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 BURGOS01	Ms. Asunción Albuín Delgado Email: sri.incoming@ubu.es Phone: +34 947 258840	https://www.ubu.es/english-version/international-students/ects-guide-practical-information-about-burgos-and-ubu-foreign-students-and-visitors/accommodation

TR IZMIR03	gizemkofunveli@iyte.edu.tr +90 232 750 78 90	http://ects.iyte.edu.tr/ https://uio.iyte.edu.tr/en/erasmus-incoming-students/
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
E BURGOS01	Ileana María Greca Dufranc Vice-rector for Internationalization and Cooperation	29/11/2022	
TR IZMIR03	Assoc. Prof. Dr. Nur Başak Sürmeli Eraltuğ Erasmus Institutional Coordinator	28.11.2022	

⁴ Scanned signatures are accepted