



# 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 <sup>1</sup>

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.

#### 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 38 <a href="mailto:erasmus@yildiz.edu.tr">erasmus@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>

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

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

		<p>Department: Foreign Language (English)Teaching Departmental Coordinator: Res. Asst. Necla Burçin Giritlioğlu Tel: +90 212 383 55 64 E-mail: <a href="mailto:nburcin@yildiz.edu.tr">nburcin@yildiz.edu.tr</a></p> <p>Department: Mechanical Engineering Departmental Coordinator: Prof. Dr. Alper Uysal Tel: +90 212 383 28 07 E-mail: <a href="mailto:auysal@yildiz.edu.tr">auysal@yildiz.edu.tr</a></p> <p>Department: Environmental Engineering Departmental Coordinator: Prof. Dr. Selami Demir Tel: +90 212 383 53 72 E-mail: <a href="mailto:seldemir@yildiz.edu.tr">seldemir@yildiz.edu.tr</a></p>	<p>Department Web-site: <a href="https://yde.yildiz.edu.tr/en">https://yde.yildiz.edu.tr/en</a></p> <p><a href="https://mkm.yildiz.edu.tr/en">https://mkm.yildiz.edu.tr/en</a></p> <p><a href="https://cem.yildiz.edu.tr/en">https://cem.yildiz.edu.tr/en</a></p>
UNIVERSIDAD NACIONAL DE COLOMBIA	Bogotá	<p><b>Prof. Melba Libia Cárdenas Beltrán</b> Dirección de Relaciones Exteriores (DRE) Carrera 45 No. 26-85 Edificio Uriel Gutiérrez, Bogotá D.C. - Colombia Tel.: + 571 316 5650 Email: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a></p>	<p>General: <a href="https://unal.edu.co/">https://unal.edu.co/</a> Faculty/faculties: <a href="https://programasacademicos.unal.edu.co/">https://programasacademicos.unal.edu.co/</a> Course catalogue: <a href="http://www.dre.unal.edu.co/n/c/esx/es/movilidad/entrante.html">http://www.dre.unal.edu.co/n/c/esx/es/movilidad/entrante.html</a></p>

## 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]
TR ISTANBU07	UNIVERSIDAD NACIONAL	715	Mechanical Engineering		1st , 2nd or 3rd	1 Student	5 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>



	DE COLOMBIA	114	Foreign (English) Language Teaching		1st , 2nd or 3rd	1 Student	5 Months
		712	Environmental Engineering		1st , 2nd or 3rd	1 Student	5 Months
UNIVERSIDA D NACIONAL DE COLOMBIA UNIVERSIDA D NACIONAL DE COLOMBIA	TR ISTANBU07 TR ISTANBU07	521	Mechanical Engineering		1st , 2nd or 3rd	1 Students	5 Months
		4433	Environmental Engineering		1st , 2nd or 3rd	1 Students	5 Months
			Foreign (English) Language Teaching		1st , 2nd or 3rd	1 Students	5 Months

☐ **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	UNIVERSIDAD NACIONAL DE COLOMBIA	715	Mechanical Engineering	1 staff	5 days	1 staff	5 days
		114	Foreign (English) Language Teaching	1 staff	5 days	1 staff	5 days
		712	Environmental Engineering	1 staff	5 days	1 staff	5 days
UNIVERSI DAD NACIONA L DE	TR ISTANBU07		Foreign (English) Language Teaching	1 staff	5 days	1 staff	5 days

COLOMBIA UNIVERSIDAD NACIONAL DE COLOMBIA		4433	Environmental Engineering	1 staff	5 days	1 staff	5 days
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### 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
CO BOGOTÁ01		SPANISH	ENGLISH	1: B1 in SPANISH 2: B1 in ENGLISH	1: B1 in SPANISH 2: B1 in ENGLISH

### 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
CO BOGOTÁ01	April 30 <sup>th</sup>  Winter Term: from mid-August to mid-December.  Please note that the academic calendar may vary from one semester to another and from one branch to another, so it is suggested that students constantly check the web page of each branch.	October 30 <sup>th</sup>  Spring Period: from the early February to the late June  Please note that the academic calendar may vary from one semester to another and from one branch to another, so it is suggested that students constantly check the web page of each branch.

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
CO BOGOTÁ01	April 30 <sup>th</sup>	October 30 <sup>th</sup>

<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>



	<p>Winter Term: from mid-August to mid-December.</p> <p>Please note that the academic calendar may vary from one semester to another and from one branch to another, so it is suggested that students constantly check the web page of each branch.</p>	<p>Spring Period: from the early February to the late June</p> <p>Please note that the academic calendar may vary from one semester to another and from one branch to another, so it is suggested that students constantly check the web page of each branch.</p>
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#### 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>
BOGOTÁ	<a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a> +(57) 1 3165650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</a>

#### E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
TR ISTANBU07	<p>1.Nomination</p> <p>2.Application Module</p>	<p>1.Exchange students should be nominated by the home institution.</p> <p>2.Exchange students are required to complete the online application module.</p>	<p><a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a></p> <p>2. <a href="https://ytuerasmus.yildiz.edu.tr/">https://ytuerasmus.yildiz.edu.tr/</a></p>
BOGOTÁ	Cover letter from your home university (with letterhead and/or stamp), Motivation letter, Official transcript, Copy of passport (foreign students) or copy of citizenship card (Colombian students), Letter of financial support stating that the student has sufficient financial resources to cover expenses during their mobility. If the candidate receives a scholarship, they	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</a>	Cover letter from your home university (with letterhead and/or stamp), Motivation letter, Official transcript, Copy of passport (foreign students) or copy of citizenship card (Colombian students), Letter of financial support stating that the student has sufficient financial resources to cover expenses during their mobility. If the candidate receives a scholarship, they must attach a certificate stating that they are a beneficiary or scholarship recipient. In the case of a Research, Internship or Internship stay, the student must attach the letter of invitation from a professor at the National University of Colombia stating that he will serve as his tutor during his stay at the University. If you are a foreign student and your mother tongue is not Spanish, you must submit a certificate of proficiency in Spanish with a level equal to or higher than B1.

	must attach a certificate stating that they are a beneficiary or scholarship recipient. In the case of a Research, Internship or Internship stay, the student must attach the letter of invitation from a professor at the National University of Colombia stating that he will serve as his tutor during his stay at the University. If you are a foreign student and your mother tongue is not Spanish, you must submit a certificate of proficiency in Spanish with a level equal to or higher than B1.		
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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:icm@yildiz.edu.tr">icm@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CO BOGOTA01			E-mail: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a>  Tel: +57 1 316 5650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</a>



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:icm@yildiz.edu.tr">icm@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CO BOGOTA01			E-mail: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a> Tel: +57 1 316 5650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</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:icm@yildiz.edu.tr">icm@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>
CO BOGOTA01	E-mail: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a> Tel: +57 1 316 5650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</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:icm@yildiz.edu.tr">icm@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CO BOGOTA01	E-mail: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a> Tel: +57 1 316 5650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</a>

### 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:icm@yildiz.edu.tr">icm@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
CO BOGOTA01	E-mail: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a> Tel: +57 1 316 5650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</a>

#### 4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information :	Contact details (email, phone)	Website for information
TR ISTANBU07	Grading System	<a href="mailto:icm@yildiz.edu.tr">icm@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>
CO BOGOTA01	E-mail: <a href="mailto:dre_nal@unal.edu.co">dre_nal@unal.edu.co</a> Tel: +57 1 316 5650	<a href="http://www.dre.unal.edu.co/movilidad/incoming.html">http://www.dre.unal.edu.co/movilidad/incoming.html</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 Institutional Coordinator	25.11.2022	
CO BOGOTA01	Prof. PhD. Dolly Montoya Castaño President		

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