



Erasmus + Programme

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

Inter-institutional agreement 2015-18 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)
Cankaya University	TR ANKARA08	Mr. Yontem OSKIPER, Head of International Relations Office CANKAYA UNIVERSITY, Ankara, TURKEY Tel: +90 312 2331291 iro@cankaya.edu.tr & yontem@cankaya.edu.tr	http://erasmus.cankaya.edu.tr/en/
Departmental Coordinator: Dr. Mustafa Serdar KARAKAŞ		Dept. Erasmus Coordinator Tel: +90 312 2331396	skarakas@cankaya.edu.tr
INSA-Lyon Institut National des Sciences Appliquées de Lyon	F LYON12	Marie-Pierre FAVRE Direction des Relations Internationales – INSA Lyon – Bât. Coulomb – 34 avenue des arts– 69621 Villeurbanne Cedex – France Phone: 0033 4 72 43 88 56 Email: erasmus@insa-lyon.fr For Student Contact: welcome1@insa-lyon.fr	www.insa-lyon.fr
Departmental Coordinator: Dr Damien Fabregue		Study Abroad Co-ordinator for Science and Materials Engineering Department	E: Damien.fabregue@insa-lyon.fr

B. Mobility numbers¹ 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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods
					Student Mobility for Studies
TR ANKARA 08	F LYON12	0715	Mechanics and metal trades	1 st /2 nd	2 students x 5 months
F LYON12	TR ANKARA 08	0715	Mechanics and metal trades	1 st /2 nd	2 students x 5 months

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR ANKARA 08	F LYON 12			1	1
F LYON 12	TR ANKARA 08			1 WEEK (8 hours)	1

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ANKARA 08		English	English	B1 English	B2 English
F LYON 12		English or French (depending on the chosen lectures)		B1	B2

* Except for Projects and EPS, classes are taught in Portuguese. However students may receive support in English (Bibliography and evaluation)

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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>)

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

D. Additional requirements

INSA Lyon can receive students 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]
TR ANKARA 08	15 June	15 November
F LYON 12	April (To be precised each year)	October (To be precised each year)

2. The receiving institution **TR ANKARA 08** will send its decision within **4 weeks**.
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3. A Transcript of Records will be issued by the receiving institution **TR ANKARA 08** and **INSA Lyon** no later than **5 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

This agreement will take effect in the **2014** academic year being valid for a period of **4 years**, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

II. Termination of the agreement will not be penalised.

"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

At TR ANKARA08

AA	Very Good	4.00	90-100
BA	Good plus	3.50	85-89
BB	Good	3.00	80-84
CB	Satisfactory plus	2.50	70-79
CC	Satisfactory	2.00	60-69
DC	Satisfactory minus	1.50	50-59
DD	Pass	1.00	45-49
FD	Fail	0.50	35-44
FF	Fail	0.00	00-34
NA	Not applicable	0.00	

At F LYON 12: <http://www.insa-lyon.fr/en/content/informations> (Applicant Information Guide)

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]	Website for information
TR ANKARA 08	http://erasmus.cankaya.edu.tr/en/ Further assistance: iro@cankaya.edu.tr
F LYON 12	http://www.insa-lyon.fr/en/content/informations (Applicant Information Guide) Welcome1@insa-lyon.fr

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 ANKARA 08		http://erasmus.cankaya.edu.tr/en/ Further assistance: iro@cankaya.edu.tr

F LYON 12	http://www.insa-lyon.fr/en/content/informations (Applicant Information Guide) Welcome1@insa-lyon.fr
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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 ANKARA 08	Further assistance: lro@cankaya.edu.tr	http://erasmus.cankaya.edu.tr/en/
F LYON 12	Welcome1@insa-lyon.fr	http://www.insa-lyon.fr/en/content/informations (Applicant Information Guide)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ANKARA 08	PROF. DR. KENAN TAŞ VICE RECTOR	09.04.2015	Prof. Dr. Kenan TAŞ Rektör Yardımcısı
F LYON 12	Dr M.P. FAVRE Vice President, International Affairs	24/03/2015	

² Scanned signatures are accepted