



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement

2018/2019 – 2020-2021<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

PIC FHWS: 948698995

PIC YTU: 997203651

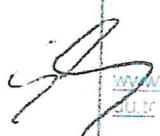
Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Hochschule für angewandte Wissenschaften Würzburg-Schweinfurt	D WURZBUR03	Institutional Erasmus coordinator: Prof. Dr. Manfred Kiesel, Münzstr. 12 D-97070 Würzburg, Tel: +49 931 35 11 81 10 Email: <a href="mailto:international@fhws.de">international@fhws.de</a>	<a href="https://international.fhws.de/en/">https://international.fhws.de/en/</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.

represented by Prof. Dr. Robert Grebner, President  Address: Münzstr. 12, D-97070 Würzburg		Departmental coordinator:  Faculty of Economics and Business Administration  Prof. Dr. Alexander Steinmetz, Münzstr. 12, D-97070 Würzburg  Tel: +49 931 35 11 8031  Email: <a href="mailto:alexander.steinmetz@fhws.de">alexander.steinmetz@fhws.de</a>	<a href="http://www.fhws.de/studien/allgemeines/ueberblick.html">http://www.fhws.de/studien/allgemeines/ueberblick.html</a>
<b>YILDIZ TECHNICAL UNIVERSITY</b>	TR ISTANBU07	Prof. Dr. Bayram Ali Ersoy <b>Institutional Coordinator</b> +90 212 383 56 50/55 <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>  Assoc. Prof. Dr. Emel Esen <b>Departmental Coordinator</b> +90 212 383 6853 <a href="mailto:emeloz@yildiz.edu.tr">emeloz@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/en">www.eu.yildiz.edu.tr/en</a>   <a href="http://www.bologna2018.yildiz.edu.tr">www.bologna2018.yildiz.edu.tr</a>

### B. Mobility numbers<sup>5</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.

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 *
D WURZBUR03	TR ISTANBU07	041	Business and administration	1,2	3 x 5 months (= total)	
TR ISTANBU07	D WURZBUR03	041	Business and administration	1,2	3 x 5 months (15 = total)	

<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>)

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 *
D WURZBUR03	TR ISTANBU07	041	Business and administration	1 x 5 days (Min 2 days)	1 x 5 days (Min 2 days)
TR ISTANBU07	D WURZBUR03	041	Business and administration	1 x 5 days (Min 2 days)	1 x 5 days (Min 2 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 instruc- tion 1	Language of instruc- tion 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]
D WURZBUR03	Business and administration	German	English	English B2 German A2	B2
TR ISTANBU07	Business and administration	English	Turkish	English B2 Turkish B1	B2

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

### D. Additional requirements

#### D WURZBUR03

- Exchange students are only accepted on the basis of a nomination by the home institution.

Exchange students are required to complete the online application module:  
<https://international.fhws.de/en/>

<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>

- FHWS has the appropriate infrastructure for students and staff with disabilities. However, it is important to note that FHWS is informed well in advance of the special needs of the exchange student or staff member.

## TR ISTANBU07

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module: <https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming 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]
D WURZBUR03	15 <sup>th</sup> Mai	01 <sup>th</sup> December
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

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.
4. Termination or modification of the agreement

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 1.

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

#### D WURZBUR03

*University of Applied Sciences Würzburg-Schweinfurt. Faculty of Applied Sciences - grading system*

In the Bavarian university system, each course unit is graded on a scale from 1 to 6 points, and each numerical grade corresponds to a qualitative grade as follows:

from	1	to	1,5	sehr gut (very good)
from	1,6	to	2,5	gut (good)
from	2,6	to	3,5	befriedigend (satisfactory)
from	3,6	to	4,0	ausreichend (sufficient)
above	4,0			nicht ausreichend (failed)

## TR ISTANBU07

For details please visit: <http://www.boioqna2018.yildiz.edu.tr/index.php?r=institution/grading>

90-100	AA	4.00
80-89	BA	3.50
70-79	BB	3.00
60-69	CB	2.50
50-59	CC	2.00
40-49	DC	1.50
30-39	DD	1.00
20-29	FD	0.50
0-19	FF	0.00
NA	F0	0.00

## 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
D WURZBUR03	<a href="mailto:international@fhws.de">international@fhws.de</a> Tel :+49 931 35116150	<a href="https://www.auswaertiges-amt.de/de/einreiseundaufenthalt/visabestimmungen-node">https://www.auswaertiges- amt.de/de/einreiseundaufenthalt/visabestim- mungen-node</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a> +90 212 383 5655	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa.-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa.- Residence-Permit,-Insurance/178</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
D WURZBUR03	<a href="mailto:international@fhws.de">international@fhws.de</a> TeL :+49 931 35116150	<a href="https://international.fhws.de/fhws-international/incoming-austauschstudierende/">https://international.fhws.de/fhws-international/incoming-austauschstudierende/</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a> +90 212 383 5655	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa-Residence-Permit-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa-Residence-Permit-Insurance/178</a>

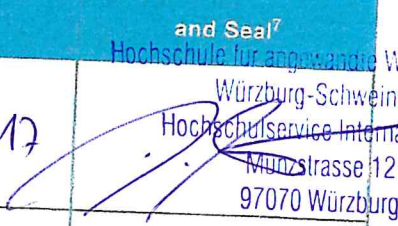


#### 4. Housing

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
D WURZBUR03	<a href="mailto:international@fhws.de">international@fhws.de</a> TeL :+49 931 35116150	<a href="http://www.studentenwerk-wuerzburg.de/en/wohnen.html">http://www.studentenwerk-wuerzburg.de/en/wohnen.html</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a> +90 212 383 5655	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185</a>

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

Institution [Erasmus code]	Name, function	Date	Signature and Seal <sup>7</sup>
D WURZBUR03	Dr. Daniel Wimmer Institutional Coordinator	25.7.17	 Hochschule für angewandte Wissenschaften Würzburg-Schweinfurt Hochschulservice Internationales Münzstrasse 12 97070 Würzburg
TR ISTANBU07	Prof. Dr. Bayram Ali Ersoy Institutional Coordinator	25.07.2018	  YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE

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