



# Erasmus+ Programme

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

## **Inter-institutional agreement 2016/17-2020/21** **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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website</b> (eg. of the course catalogue)
<b>Yıldız Technical University</b>	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> ) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a> 
		<b>Departmental:</b> Assist. Prof. Dr. Cetin Erdogan (Educational Sciences Department Erasmus Coordinator) E-mail: <a href="mailto:cerdogan@yildiz.edu.tr">cerdogan@yildiz.edu.tr</a>	
<b>University of Potsdam</b> International Relations Office Am Neuen Palais 10 14469 Potsdam – Germany Fax: +49 331 977 – 1798 <a href="http://www.uni.potsdam.de">www.uni.potsdam.de</a>	D POTSDAM 01	<b>Institutional:</b> Ms Pia Kettmann Tel.: +49 331 977 4055 <a href="mailto:pia.kettmann@uni-potsdam.de">pia.kettmann@uni-potsdam.de</a>	
		<b>Departmental:</b> Ms Ellen Bittersmann Department Erziehungswissenschaften Karl-Liebknecht-Str. 24/25 14476 Potsdam (OT Golm) – Germany <a href="mailto:ellen.bittersmann@uni-potsdam.de">ellen.bittersmann@uni-potsdam.de</a>	



## B. Mobility numbers 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 Traineeships
TR ISTANBU07	D POTSDAM01	0111	Education Science	1 <sup>st</sup> , 2 <sup>nd</sup>	4 Students x 5 Months	Only by individual agreement
D POTSDAM01	TR ISTANBU07	0111	Education Science	1 <sup>st</sup> , 2 <sup>nd</sup>	4 Students x 5 Months	Only by individual agreement

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
TR ISTANBU07	D POTSDAM 01	0111	Educational Sciences	1 staff member/ 5 days min.	Requires an extra agreement
D POTSDAM 01	TR ISTANBU07	0111	Educational Sciences	1 staff member/ 5 days min.	Requires an extra agreement

## 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English	Turkish	B1	B2
D POTSDAM 01		German	-	B1	B2

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

##### TR ISTANBU07:

#### 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 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
D POTSDAM 01	Deadline for E-Nomination via moveonnet June 15 <sup>th</sup> Deadline for student application July 15 <sup>th</sup>	Deadline for E-Nomination via moveonnet December 15 <sup>th</sup> Deadline for student application January 15 <sup>th</sup>

2. The receiving institution will send its decision within 6-8 weeks after deadline.
3. 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

<sup>1</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>



#### 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

#### **TR ISTANBU07:**

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

#### **D POTSDAM01:**

<http://www.uni-potsdam.de/studium/ausland/studium/erasmus/ects.html>

### 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
D POTSDAM 01	<a href="mailto:incoming-exchange@uni-potsdam.de">incoming-exchange@uni-potsdam.de</a>	<a href="http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/entry-requirements.html">http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/entry-requirements.html</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
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
D POTSDAM 01	<a href="mailto:incoming-exchange@uni-potsdam.de">incoming-exchange@uni-potsdam.de</a>	<a href="http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/health-insurance.html">http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/health-insurance.html</a>


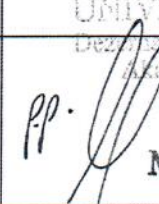
#### 4. Housing

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
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation</a>
D POTSDAM 01	<a href="mailto:incoming-exchange@uni-potsdam.de">incoming-exchange@uni-potsdam.de</a>	<a href="http://www.uni-potsdam.de/studium/potsdam/wohnen.html">http://www.uni-potsdam.de/studium/potsdam/wohnen.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	08.03.2016	
D POTSDAM 01	Ms. Pia Kettmann Erasmus+ Institutional Coordinator	01/02/16	 UNIVERSITÄT YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE Am Neuen Palais 10 14469 Potsdam Germany Marita Böning

<sup>2</sup>Scanned signatures are accepted