



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/15-2020/21

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

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF POTSDAM	D POTSDAM01	Institutional Coord.: Mrs. Marita Böhning - International Relations Office Am Neuen Palais10 - 14469 Potsdam - Germany Tel: + 49 331 977-4190 - Fax: + 49 331 977-1798 E-Mail: marita.boehning@uni-potsdam.de Departmental Coord: Prof. Dr. Svetlana Santer - Experimentalphysik Karl-Liebknecht-Str.24/25, Haus 28, Raum 2.025 14476 Potsdam-Golm, Germany Phone: +49 (0)331-977-5762 Phone: +49 (0)331-977-1751 (Frau Derlig, Secretary) Fax: +49 (0)331-977-5615 santer@uni-potsdam.de	http://www.exph.physik.uni-potsdam.de/erasmus.html http://www.physics.uni-potsdam.de/lehre/dokument_e.m4
YILDIZ TEKNİK ÜNİVERSİTESİ	TR ISTANBU07	Institutional Coord.: Assoc.Prof.Dr. Bayram Ali ERSOY YTÜ Merkez Kampüsü N-Blok Agavat Binası 34349 Yıldız-Istanbul -Turkey Tel: 0090 212 383 20 69 Fax: 0090 212 383 71 92 e-mail: erasmus@yildiz.edu.tr Departmental Coord: Kutsal BOZKURT Yıldız Teknik Univ. Davutpasa Kamp. 34210 Esenler-Istanbul, Turkey Tel: 0090 0212 383 42 99 Fax: 0090 0212 383 41 06 E-mail: kutsalb@yildiz.edu.tr Faculty: Arts&Science Department: Physics	http://www.bologna.yildiz.edu.tr/

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

B. Mobility numbers² 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 November 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 *
D POTSDAM01	TR ISTANBU07	441 / 0554	Physics	1 st	2 (18)	Only by individual agreement
				2 nd	1 (9)	
				3 rd	1 (9)	
TR ISTANBU07	D POTSDAM01	441 / 0554	Physics	1 st	2 (18)	Only by individual agreement
				2 nd	1 (9)	
				3 rd	1 (9)	

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 POTSDAM01	TR ISTANBU07	441 / 0554	Physics	2 (10)	Only by individual agreement
TR ISTANBU07	D POTSDAM01	441 / 0554	Physics	2 (10)	Only by individual 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D POTSDAM01		English German		B1 B1	B2 B1
TR ISTANBU07		English		B1	B2

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>)

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>

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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

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 POTSDAM01	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December
TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December

2. **D POTSDAM01: . TR ISTANBU07:**
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
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. 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 POTSDAM01:

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

TR ISTANBU07:

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

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	Website for information
D POTSDAM01	jahns@uni-potsdam.de	http://www.exph.physik.uni-potsdam.de/erasmus.html
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

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	Website for information
D POTSDAM01	jahns@uni-potsdam.de	http://www.exph.physik.uni-potsdam.de/erasmus.html
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

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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
D POTSDAM01	jahns@uni-potsdam.de	http://www.exph.physik.uni-potsdam.de/erasmus.html
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
D POTSDAM01	Departmental Coord: Prof. Dr. Svetlana Santer Institutional Coordinator Mrs. Marita Böhning	27.11.2013 16.12.13	 
TR ISTANBU07	Institutional Coord.: Assoc.Prof.Dr. Bayram Ali ERSOY YTÜ Merkez Kampüsü N-Blok Agavat Binası 34349 Yıldız- Istanbul -Turkey Tel: 0090 212 383 20 69 Fax: 0090 212 383 71 92 e-mail: erasmus@yildiz.edu.tr	17 DEC 2013	 

⁴ Scanned signatures are accepted

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