



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014/2015-2020/2021<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

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Yildiz Technical University	TR ISTANBU07	<b>Institutional Erasmus Coordinator</b> Assoc.Prof. Dr. Bayram Ali Ersoy Tel: +90 212 383 5655 e-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a> <b>Graduate School of Social Sciences Coordinator</b> Asst. Prof. Dr. Esin Ertemsir Tel: +90 212 383 2546 e-mail: <a href="mailto:yildizerasmus.mgmt@gmail.com">yildizerasmus.mgmt@gmail.com</a> <b>Departmental Coordinator</b> Asst. Prof. Ebru Enginkaya & Asst. Prof. Emel Esen Tel: +90 212 383 2541 e-mail: <a href="mailto:yildizerasmus.mgmt@gmail.com">yildizerasmus.mgmt@gmail.com</a> Yıldız Teknik Üniversitesi, Barbaros Bulvarı, İİBF, H Blok, İşletme Bölümü, TR-34349, Beşiktaş, İSTANBUL-TURKEY	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>  <a href="http://www.bologna.yildiz.edu.tr/index.php?r=program/view&amp;id=55&amp;aid=46">http://www.bologna.yildiz.edu.tr/index.php?r=program/view&amp;id=55&amp;aid=46</a>
Technische Universität Dortmund (TU Dortmund University)	D DORTMUN0 1	Silke Viol <b>ERASMUS Institutional Coordinator / Deputy Director</b> International Office Emil-Figge-Str. 61 44227 Dortmund Germany	<a href="http://www.aaa.tu-dortmund.de/erasmus">http://www.aaa.tu-dortmund.de/erasmus</a>  <a href="http://www.aaa.tu-dortmund.de/Deutsch-Internationale">http://www.aaa.tu-dortmund.de/Deutsch-Internationale</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.

 <b>Faculty of Business, Economics and Social Sciences</b>	D DORTMUN0 1	phone: +49 (0)231-755-4727 fax: +49 (0)231-755-5525 <a href="mailto:silke.viol@tu-dortmund.de">silke.viol@tu-dortmund.de</a>	Studierende / Austauschstudierende
		Ulya Faupel <b>ERASMUS Departmental Coordinator</b> Dep. of Marketing, Otto-Hahn-Str. 6, 44227 Dortmund phone: +49 (0)231-755-3838 fax: +49 (0)231-755-3271 email: <a href="mailto:ulya.faupel@tu-dortmund.de">ulya.faupel@tu-dortmund.de</a>	<a href="http://www.wiso.tu-dortmund.de/wiso/de/studium/erasmus/index.htm">http://www.wiso.tu-dortmund.de/wiso/de/studium/erasmus/index.htm</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 *
TR ISTANBU07	D DORTMUN01	04	Business and administration	1st, 2nd	4 students 40 months	
D DORTMUN01	TR ISTANBU07	04	Business and administration	1st, 2nd	4 students 40 months	

Sadece 2017-18 için öğrenci kontenjan sayısı her iki yön için "5" olarak kararlaştırılmıştır.

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the	TO [Erasmus code of the	Subject area code	Subject area name	Number of staff mobility periods Staff Mobility for Teaching
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<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>)



sending institution]	receiving institution]	* [ISCED]	*	Total numbers of days	Number of teaching hours per week (min 8)
TR ISTANBU07	D DORTMUN01	04	Business and administration	14	8
D DORTMUN01	TR ISTANBU07	04	Business and administration	14	8

### 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	04	Turkish	English	B1	B2
<b>D DORTMUN01</b>	04	German	English	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

The selection criteria for students and staff are regulated by the sending University; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving Institution according to the regulations of the Educational, Audiovisual & Cultural Executive Agency (EACEA) and National Agencies.

The Institutions have infrastructures to welcome students and staff with disabilities.

<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>

Students who have been selected by their home university to study **at TU Dortmund University** in the framework of the Erasmus+ Programme will find further information on requirements and measures of preparing (e.g. Application) under the following link: <http://www.aaa.tu-dortmund.de>

English – International Students / Exchange Students (ERASMUS) / Application

Deutsch – Internationale Studierende / Austauschstudierende / Anmeldung

The institution provides infrastructure for welcoming students and staff with disabilities. Please find further information at the website of **DoBus** (Dortmunder Zentrum Behinderung und Studium/ Dortmund Center for Students with Disabilities):

<http://www.dobus.tu-dortmund.de/cms/de/home/>

## 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
<b>D DORTMUN01</b>	May 15 <sup>th</sup>	November 15 <sup>th</sup>

[\* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 8 weeks, provided the documents are complete.
- 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]*

a) At **TU Dortmund University** a Transcript of Records will be issued at the end of the student stay by the Erasmus departmental coordinator. Students have to contact him/ her a few weeks before departure.

4. Termination of the agreement

The above mentioned institutions agree to cooperate in the activities as contracted above 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 will work according to the principles of the *Erasmus University Charter*.
- Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.



- Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1<sup>st</sup>.

*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>

**TU Dortmund University:** 1 = superior / 2 = above average / 3 = average /

4 = sufficient / 5 & 6 = fail / CR = no grade; class participation on pass/fail basis / AU = class audited

At times decimal scaling is used for grades in between full numbers; i.e. each grade can be increased or lowered by 0.3; thus there is a grade 1.7 (also known as 2+), 2.0, 2.3 (also known as 2-) etc.

### 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</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<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 DORTMUN01	Miriam Gothe <b>ERASMUS Incomings Coordinator</b>  Phone: +49 (0)231-755-6370 Fax: +49 (0)231-755-5525 <a href="mailto:Erasmus@tu-dortmund.de">Erasmus@tu-dortmund.de</a>	<a href="http://www.aaa.tu-dortmund.de/erasmus">http://www.aaa.tu-dortmund.de/erasmus</a>  <a href="http://www.aaa.tu-dortmund.de">http://www.aaa.tu-dortmund.de</a> Deutsch – Internationale Studierende / Austauschstudierende

### 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 DORTMUN01	Miriam Gothe <b>ERASMUS Incomings Coordinator</b>  Phone: +49 (0)231-755-6370 Fax: +49 (0)231-755-5525 <a href="mailto:Erasmus@tu-dortmund.de">Erasmus@tu-dortmund.de</a>	<a href="http://www.aaa.tu-dortmund.de/erasmus">http://www.aaa.tu-dortmund.de/erasmus</a> Health Insurance  <a href="http://www.aaa.tu-dortmund.de">http://www.aaa.tu-dortmund.de</a> <i>Deutsch</i> – Internationale Studierende / Austauschstudierende / Krankenversicherung

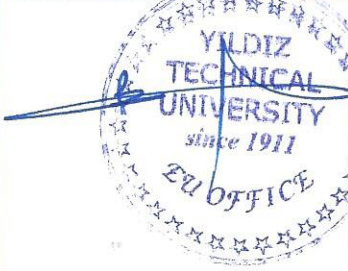

### 4. Housing

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=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>
D DORTMUN01	Miriam Gothe <b>ERASMUS Incomings Coordinator</b>  Phone: +49 (0)231-755-6370 Fax: +49 (0)231-755-5525 <a href="mailto:Erasmus@tu-dortmund.de">Erasmus@tu-dortmund.de</a>	<a href="http://www.aaa.tu-dortmund.de/erasmus">http://www.aaa.tu-dortmund.de/erasmus</a> Accommodation  <a href="http://www.aaa.tu-dortmund.de">http://www.aaa.tu-dortmund.de</a> <i>Deutsch</i> – Internationale Studierende / Austauschstudierende/Wohnen

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>		
D DORTMUN01	Silke Viol Deputy Director International Office, ERASMUS-Institutional Coordinator	23.4. 2015	

**tu** technische universität dortmund  
 Referat Internationales  
 Emil-Figge-Straße 61  
 44227 Dortmund  
 Tel. 0231 / 755-4727 • Fax 755-5525

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