



Erasmus+ Programme

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

Inter-institutional agreement 2014/2015-2020/2021 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)
Yildiz Teknik Üniversitesi	TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator Tel: +90 212 383 2069 erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
Faculty - Departmental Coordinator		Assis. Prof. Dr. Emel Akyol Departmental Coordinator YILDIZ TECHNICAL UNIVERSITY Faculty of Chemical and Metallurgical Engineering - Chemical Engineering Department Davutpasa Kampus 34210 Esenler Istanbul-TURKIYE Tel.: +90 212 383 4763 Email: eakyol@yildiz.edu.tr	www.kmm.yildiz.edu.tr/index2.html
TECHNISCHE UNIVERSITÄT BERLIN	D BERLIN 02	Dr. Carola Beckmeier Erasmus Institutional Coordinator Technische Universität Berlin Straße des 17. Juni 135, D - 10623 Berlin (Deutschland) Phone: +49-30-314-24799 Fax : +49-30-314-24067 carola.beckmeier@tu-berlin.de	www.tu-berlin.de/international-office www.auslandsamt.tu-berlin.de
Faculty - Departmental Coordinator		Prof. Dr. –Ing. George Tsatsaronis Departmental Coordinator – Code 0711 (524) Tel: +49-30-314-24776 tsatsaronis@iet.tu-berlin.de	

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 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 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*]
TR ISTANBU07	D BERLIN 02	0711 (524)	Chemical engineering and processes	1 st - BA 2 st - MA	2 / 10 (2 students x 10 months each = 20)
D BERLIN 02	TR ISTANBU07	0711 (524)	Chemical engineering and processes	1 st - BA 2 st - MA	2 / 10 (2 students x 10 months each = 20)

[*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 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*]
TR ISTANBU07	D BERLIN 02	0711 (524)	Chemical engineering and processes	1 x 3 - 5 days
D BERLIN 02	TR ISTANBU07	0711 (524)	Chemical engineering and processes	1 x 3 - 5 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:

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>

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
D BERLIN 02		German		Proficiency in German at least on level A2 of CEFR	Proficiency in German at least on level A2 of CEFR

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 :

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D BERLIN02 : No special requirements

Students and Staff with Disabilities

Technische Universität Berlin has the infrastructure to welcome students and staff with disabilities. For more information, please see:

<http://www.behindertenberatung.tu-berlin.de/menue/home/>

<http://www.behindertenberatung.tu-berlin.de/menue/studium/>

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 15th May-15th July	Online Application Period 15th October-15th December
D BERLIN 02	June 1st For the Winter term	December 1st For the Summer term

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

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

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>

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]*

4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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 BERLIN02 : see INFORMATION SHEET ERASMUS+

http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
D BERLIN 02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	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 www.betreuung-int-stud.tu-berlin.de

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	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
D BERLIN 02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/



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	http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation
D BERLIN 02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR ISTANBU07	Assoc. Prof. Dr. Bayram Ali ERSOY, Erasmus Institutional Coordinator	30 JULY 2014	
D BERLIN 02	Dr. Carola Beckmeier Erasmus Institutional Coordinator	24.01.2014	 Technische Universität Berlin Abt. I - Studierendenservice International Office GeschZ: ID 11 Straße des 17. Juni 135 - 10623 Berlin

⁴ Scanned signatures are accepted