



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

Minimum requirements

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 (email, phone)	Website (eg. of the course catalogue)
Yildiz Teknik Üniversitesi	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Departmental: Assoc. Prof. Dr. Birgül ÇOLAKOĞLU YTU Faculty of Architecture, Besiktas 34349 Istanbul , Turkey Phone: +90 212 3832597 Fax: +90 212 2618929 Signature:	http://www.bologna.yildiz.edu.tr/
Fachhochschule Dortmund	D DORTMUN02	Faculty Contact: Prof. Dr. Jörg Becker Fachbereich Architektur, Figge-Str. 40, D - 44227 Dortmund, phone:+49 231- 7554426, e-mail: joerg.becker@fh-dortmund.de Bilateral Agreements: Gisela Moser, M.A., Director Department Student Services and International	www.fh-dortmund.de

Dortmund - Institut für

		<p>Relations, Sonnenstr. 96-100, D - 44139 Dortmund, Phone +49-231-9112-345 (Fax: -795), e-mail: Moser@fh-dortmund.de</p> <p><u>Outgoing Student Mobility Contact Person</u> Dagmar Hösch, International Office, Sonnenstr. 96-100, D- 44139 Dortmund, Phone +49-231-9112-217 (Fax: - 795), e-mail: Dagmar.Hoesch@fh-dortmund.de</p> <p><u>Incoming Student Mobility Contact Person</u> Frauke Albrecht, International Office, Sonnenstr. 96-100, D – 44139 Dortmund, Phone+49-231-9112-128 (Fax: - 795), e-mail: exchange-students@fh-dortmund.de</p>		
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B. Mobility numbers 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.

Student mobility (SM):

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 *
TR ISTANBU07	D DORTMUN02	581	Architecture	1 st	5x10=50	--
D DORTMUN02	TR ISTANBU07	581	Architecture	1 st	5x10=50	--

Staff mobility (ST):

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	
		313		Staff Mobility for Teaching [total number of days of teaching periods or average]	Staff Mobility for Training *

				duration *]	
TR ISTANBU07	D DORTMUN02	0731		1 week/8h	--
D DORTMUN02	TR ISTANBU07	0731		1 week/8h	--

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	0731	Turkish	English	B1*	B2
D DORTMUN02	0731	German	--	B 1	B 2 English

* English B1 skill is compulsory not an option

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

D DORTMUN02: Application procedure and documents to be send by Post or e-mail please find here:

www.fh-dortmund.de/exchange_students/

E. Calendar

1. **Applications/information** on nominated students must reach the receiving institution by:
- 2.

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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TR ISTANBU07	June 30	December 15
D DORTMUN02	June 1 st	December 1 st

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

2. The receiving institution will send its **decision** within [5] weeks.
3. A **Transcript of Records** will be issued by the receiving institution no later than [8] 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 inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

Grading systems of the institutions

D DORTMUN02 : The results obtained by the student in each of the subjects will be graded according to the following numerical scale. This grading scheme in Germany usually comprises five levels with numerical equivalents. The minimum passing grade is "ausreichend" (sufficient).

1,0 – 1,5 (sehr gut = very good)

1,6 – 2,5 (gut = good)

2,6 – 3,5 (befriedigend = satisfactory)

3,6 – 4,0 (ausreichend = sufficient)

4,5 - up (nicht bestanden = fail)

One Semester: 30 ECTS credits

one full academic year: 60 ECTS credits

1. 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 DORTMUN02	International Office FH Dortmund e-mail : Exchange-students@fh-dortmund.de	http://www.fh-dortmund.de/exchange_students/
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2. 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 DORTMUN02	International Office FH Dortmund e-mail : Exchange-students@fh-dortmund.de	http://www.fh-dortmund.de/exchange_students/



3. 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=infoforstudents/accommodatio
D DORTMUN02	International Office FH Dortmund e-mail : Exchange-students@fh-dortmund.de	http://www.fh-dortmund.de/exchange_students/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR ISTANBU07	Assoc. Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>)	20.02.2014	
D DORTMUN02	Gisela Moser, M.A., Director Student Services and International Relations Department	20.02.14	

¹ Scanned signatures are accepted