



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 **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 (email, phone)	Website (eg. of the course catalogue)
Yildiz Technical University	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Departmental: Asst. Prof. Dr. M. Selcuk ARSLAN - msarlan@yildiz.edu.tr <i>MSA</i>	
Technical University Darmstadt	D DARMSTA01	Dr. Winfried Heinzl Director of International and External Affairs Sylvia Mohr-Bimmel	Webpage www.tu-darmstadt.de/intern

		Institutional Erasmus Coordinator mohr-bimmel.sy@pvw.tu-darmstadt.de Tel.: +496151-16-4022 Fax: +49615116-3989	ational Course Catalogue www.tu-darmstadt.de/studieren/vorlesungsverzeichnisse
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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 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 DARMSTA01	523	Mechatronics	1 st , 2 nd , 3 rd	5 (5x5=25 months)	Only by individual agreement
D DARMSTA01	TR ISTANBU07	523	Mechatronics	All cycles	5 for 5 months each	Only by individual agreement
						Only by individual agreement
						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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training
TR ISTANBU07	D DARMSTA01	523	Mechatronics	2 (5 days)	
D DARMSTA01	TR ISTANBU07	523	Mechatronics	2 (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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07	D DARMSTA01	English	Turkish	B1	B2
D DARMSTA01					

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

¹ 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>

D. Additional requirements

TR D DARMSTA01

Exchange students guide:

<http://www.tu-darmstadt.de/international/exchangestudents/>

Guide for disabled students/ staff:

<http://www.tu-darmstadt.de/studieren/studienorganisation/handicap.de.jsp>

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 th May-15 th July	Online Application Period 15 th October-15 th December
D DARMSTA01	Application until 31 st of May (Nomination until 15 th May)	Application until 31 st of December (Nomination) until 15 th of December)

2. The receiving institution will send its decision within [4] weeks.
2. The receiving institution D DARMSTA 01 will send its decision within 5 weeks after the end of the application period.
3. A Transcript of Records will be issued by the receiving institution no later than [4] 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]*
3. A Transcript of Records will be issued by the receiving institution D DARMSTA 01 no later than 5 weeks after the assessment period has finished.
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 DARMSTA01

Description of the grades in the "standard" grading system at D DARMSTA01	
1= excellent	= an excellent achievement
2= good	= an achievement considerably above average requirements
3= satisfactory	= an achievement fulfilling the average requirements
4= passed	= an achievement that still satisfies the requirements despite deficiencies
5 = failed	= an achievement that fails to fulfill the requirements because of considerable deficiencies

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 ISTANBU 07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
D DARMSTA	torres@pvw.tu-darmstadt.de	http://www.tu-darmstadt.de/europe_incomings Turkish students are required to apply for Visa. Please find information

01		on the following link http://www.istanbul.diplo.de/contentblob/434330/Daten/954609/Merkblatt_Studium_Visum_DD.pdf
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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 DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tiny.cc/tuda_in_insurance Turkish students are required to have a German health insurance. Information and downloads on the following link: http://www.tu-darmstadt.de/international/exchangestudents/inbound/europe_inbound/downloads_1/downloads.en.jsp



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 DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tiny.cc/tuda_in_accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i> Dr. Mustafa Deldöl (by Proxy)	31 JAN 2014	 YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE
D DARMSTA01	Technische Universität Darmstadt Dr. Winfried Heinzel, Director of International Relations	24.01.2014	Technische Universität Darmstadt International and External Affairs  Germany

² Scanned signatures are accepted

