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)
Yıldız Technical University	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. Sibel Dağlılar Department of Metallurgical and Materials Engineering **E-mail:** dagli@yildiz.edu.tr sdaglilar@turkishnavy.com **Tel:** +90 212 383 46 93 **Fax:** +90 212 383 46 65	http://www.bologna.yildiz.edu.tr/

TECHNISCHE UNIVERSITAET DARMSTADT	D DARMSTA01	**Institutional:** Technische Universität Darmstadt Karolinenplatz 5 D-64289 Darmstadt **Tel:** +49 6151 16 2997 **Fax:** +49 6151 16 3989 **Departmental:** Tanja Torres Alberich **E-mail:** torres@pvw.tu-darmstadt.de **Tel:** +49 6151 16 2997 **Fax:** +49 6151 16 3989	http://www.tu-darmstadt.de/international/

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, 1st, 2nd or 3rd]*	**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 ISTANBU 07	D DARMSTA 01	06.7	Materials Eng.	1st - 2nd	2x10 = 20	Only by individual agreement
D DARMSTA 01	TR ISTANBU07	06.7	Materials Eng.		2x10 = 20	Only by individual agreement

Asst. Prof. Dr. Ali Ercin Ersundu

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*
TR ISTANBU07	D DARMSTA01	06.7	Materials Eng.	1 week 8 h.	1 week 8 h.
D DARMSTA01	TR ISTANBU07	06.7	Materials Eng.	1 week 8 h.	1 week 8 h.

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 *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
TR ISTANBU07		English		B1	B2

[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 DARMSTA01		German	German	At least A2 and participation in intensive language course in September/March Or B1-level or higher	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

TR ISTANBU07:

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

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 DARMSTA01	**Application** until 31st of May (**Nomination** until 15th May)	**Application** until 31st of December (**Nomination** until 15th 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	Contact details (email, phone)	Website for information

code]		
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
D DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tu-darmstadt.de/europe_incomings Turkish students are required to apply for Visa. Please find information on the following link http://www.istanbul.diplo.de/contentblob/434330/Daten/954609/Merkblatt_Studium_Visum_DD.pdf

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=1575857449206964749
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=infoforstudents/accommodation
D DARMSTA01	torres@pvw.tu-darmstadt.de	http://www.tiny.cc/tuda_in_accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[2]
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy *Institutional Erasmus Coordinator*	03.01.2014	YILDIZ TECHNICAL UNIVERSITY
D DARMSTA01	**Technische Universität Darmstadt** Dr. Winfried Heinzel, Director of International Relations	24.01.2014	Technische Universität Darmstadt

[2] Scanned signatures are accepted