



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

<sup>1</sup>

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

#### **Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## Validity period of the agreement

Timeframe	Academic Year*
Start of validity	[2022/2023]
End of validity	[2027/2028]

## A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites (General/Faculties/ Course catalogue)
Hochschule für angewandte Wissenschaften Würzburg-Schweinfurt represented by Prof. Dr. Robert Grebner, President Address: Münzstr. 12, D-97070 Würzburg	<b>D WURZBUR03</b>	<b>Institutional Erasmus coordinator:</b> Head of International Office (HSIN) Dr. Daniel Wimmer, Münzstr. 12 D-97070 Würzburg, Tel: +49 931 3511 8173 <a href="mailto:international@fhws.de">international@fhws.de</a> <a href="mailto:daniel.wimmer@fhws.de">daniel.wimmer@fhws.de</a> <b>Academic contact:</b> Faculty of Economics and Business Administration Prof. Dr. Alexander Steinmetz, Münzstr. 12 D-97070 Würzburg, Tel : +49 931 3511 8031 <a href="mailto:alexander.steinmetz@fhws.de">alexander.steinmetz@fhws.de</a>	<a href="https://international.fhws.de/en/fhws-international/ways-to-fhws/">https://international.fhws.de/en/fhws-international/ways-to-fhws/</a>  <a href="https://fwiwi.fhws.de/en/international/">https://fwiwi.fhws.de/en/international/</a>
Yıldız Technical University Faculty of Art and Design Department of Communication and Design	<b>TR ISTANBU07</b>	<b>Institutional Erasmus coordinator:</b> Head of International Office Dr. Ibrahim Murat Turhan Tel: +90 212 383 3802	<a href="https://yildiz.edu.tr/">https://yildiz.edu.tr/</a>  <a href="https://erasmus.yildiz.edu.tr/">https://erasmus.yildiz.edu.tr/</a>

<sup>2</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>  <b>Academic contact:</b> Departmental Coordinator İbrahim O. AKINCI <a href="mailto:iakinci@yildiz.edu.tr">iakinci@yildiz.edu.tr</a> +90 212 383 50 01 /111	
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## B. Mobility numbers<sup>3</sup> per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Field of education – Clarification (optional)	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
D WURZBUR 03	TR ISTANBUO 7	0413	Audio-visual techniques and media production		1 <sup>st</sup>	2 students	2x5 months per student (10 months)	-	-
TR ISTANBUO 7	D WURZBUR 03	0211	Audio-visual techniques and media production		1 <sup>st</sup>	2 students	2x5 months per student (10 months)	-	-

### Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM	TO	Subject	Subject	Number of staff mobility periods
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<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>area code</i> (optional)* [ISCED]	<i>area name</i> (optional)*	Staff Mobility for Teaching  [total number of staff]	Staff Mobility for Teaching  [total number of days]	<i>Staff Mobility for Training</i> (optional)* [total number of staff]	<i>Staff Mobility for Training</i> (optional)* [total number of days]
D WURZBUR03	TR ISTANBU07	0413	Audio-visual techniques and media production	1 person	5 days		
TR ISTANBU07	D WURZBUR03	0211	Audio-visual techniques and media production	1 person	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]	<i>Optional: Subject area</i>	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
D WURZBUR03	0413	English	German	English B2 German A2	English B2 German A2
TR ISTANBU07	0211	Turkish	English	B1	B2

### D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]

<sup>4</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>

D WURZBUR03	01.Mai	15.November
TR ISTANBU07	April 30	September 30

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
D WURZBUR03	01.03 - 15.05	15.09. - 01.12
TR ISTANBU07	1-30 June	1-30 November

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
D WURZBUR03	<a href="mailto:welcome@fhws.de">welcome@fhws.de</a> Tel :+49 931 35116150	<a href="https://international.fhws.de/en/fhws-international/ways-to-fhws/incoming-exchange-students/application/">https://international.fhws.de/en/fhws-international/ways-to-fhws/incoming-exchange-students/application/</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>  <a href="https://ytuerasmus.yildiz.edu.tr/">https://ytuerasmus.yildiz.edu.tr/</a>

**E. Additional requirements**

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
D WURZBUR03			
TR ISTANBU07	<ol style="list-style-type: none"> <li>Nomination</li> <li>Application Module</li> </ol>	<ol style="list-style-type: none"> <li>Exchange students should be nominated by the home institution by email to <a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a></li> <li>Exchange students are required to complete the online application module.</li> </ol>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>  <a href="https://ytuerasmus.yildiz.edu.tr/">https://ytuerasmus.yildiz.edu.tr/</a>

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

## **D WURZBUR03**

- Exchange students are only accepted on the basis of a nomination by the home institution.

Exchange students are required to complete the online application module:

<https://international.fhws.de/en/>

- FHWS has the appropriate infrastructure for students and staff with disabilities. However, it is important to note that FHWS has to be informed well in advance of the special needs of the exchange student or staff member.

### **Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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>Receiving institution [Erasmus code]</b>	<b>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure (optional)</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D WURZBUR03			<a href="mailto:studierenmitbehinderung@fhws.de">studierenmitbehinderung@fhws.de</a> +49 931 35 11 60 96	<a href="https://www.fhws.de/en/services-and-support/studying-with-disabilities-or-chronic-illnesses/#c18406">https://www.fhws.de/en/services-and-support/studying-with-disabilities-or-chronic-illnesses/#c18406</a>
TR ISTANBU07		YTU provides infrastructure for welcoming students and staff with special needs. Applicants should contact our Erasmus office prior to their applications.	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>

## **F. Information**

### **1. 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
D WURZBUR03	<a href="mailto:welcome@fhws.de">welcome@fhws.de</a> TeL :+49 931 35116150	<a href="http://www.studentenwerk-wuerzburg.de/en/wohnen.html">http://www.studentenwerk-wuerzburg.de/en/wohnen.html</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
D WURZBUR03	<a href="mailto:welcome@fhws.de">welcome@fhws.de</a> TeL :+49 931 35116150	<a href="http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/Visabestimmungen_node.html">http://www.auswaertiges-amt.de/DE/EinreiseUndAufenthalt/Visabestimmungen_node.html</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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
D WURZBUR03	<a href="mailto:welcome@fhws.de">welcome@fhws.de</a> TeL :+49 931 35116150	<a href="http://www.fhws.de/international/incoming_exchange_students.html">http://www.fhws.de/international/incoming_exchange_students.html</a>

TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.erasmus.yildiz.edu.tr/en">http://www.erasmus.yildiz.edu.tr/en</a>
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#### **4. Additional information**

<b>Receiving institution [Erasmus code]</b>	<b>Information on recognition process / other useful information:</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D WURZBUR03	Exchange students are only accepted on the basis of a nomination by the home institution. Exchange students are required to complete the online application module	<a href="mailto:welcome@fhws.de">welcome@fhws.de</a> +49 931/3511-6150	<a href="https://international.fhws.de/en/">https://international.fhws.de/en/</a>
TR ISTANBU07	Grading System	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading">http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading</a>

A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI.

#### **D WURZBUR03**

***University of Applied Sciences Würzburg-Schweinfurt. Faculty of Applied Sciences - grading system***

*In the Bavarian university system, each course unit is graded on a scale from 1 to 6 points, and each numerical grade corresponds to a qualitative grade as follows:*

<i>from</i>	<i>1</i>	<i>to</i>	<i>1,5</i>	<i>sehr gut (very good)</i>
<i>from</i>	<i>1,6</i>	<i>to</i>	<i>2,5</i>	<i>gut (good)</i>
<i>from</i>	<i>2,6</i>	<i>to</i>	<i>3,5</i>	<i>befriedigend (satisfactory)</i>
<i>from</i>	<i>3,6</i>	<i>to</i>	<i>4,0</i>	<i>ausreichend (sufficient)</i>
<i>above</i>	<i>4,0</i>			<i>nicht ausreichend (failed)</i>

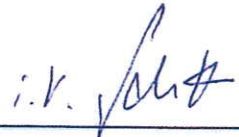

#### **Termination of the agreement**

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 2026 will only take effect as of 1 September 2026+1. Neither



the European Commission nor the National Agencies can be held responsible in case of a conflict.

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
D WURZBUR03	Dr. Daniel Wimmer Institutional Coordinator	23/12 2022	
TR ISTANBU07	Murat TURHAN, PhD Institutional Coordinator	30.12.2022	

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<sup>5</sup> Scanned signatures are accepted