



Erasmus+ Programme

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

Inter-institutional¹ agreement 2019-20[21]² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Hochschule Mannheim - University of Applied Sciences Department of Chemical Process Engineering	D MANNHEIO 3	Erasmus Institutional Coordinator: Ms. Jane Ossandon International Office Paul-Wittsack-Str. 10 68163 Mannheim erasmus.io@hs-mannheim.de	https://www.english.hs-mannheim.de/the-university.html Course Catalogues: https://www.vct.hs-mannheim.de/fileadm

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Tel. +49 621 292 6876 Fax +49 621 292 6449</p> <p>Departmental Coordinator: Prof. Dr. Ulrich Scherer Department of Chemical Process Engineering Paul-Wittsack-Str. 10 68163 Mannheim u.scherer@hs-mannheim.de Tel. +49 621 292 6485</p>	<p>in/user_upload/fakultaeten/fakultaet_v/Modulbeschreibungen/Chemische Technik C B/00 Modulkatalog C B komplett.pdf</p> <p>https://www.vct.hs-mannheim.de/fileadmin/user_upload/fakultaeten/fakultaet_v/Modulbeschreibungen/V erfahrenstechnik VB/00 Modulkatalog VB komplett.pdf</p> <p>https://www.vct.hs-mannheim.de/studien gaenge/uebersicht/modulkataloge/cm-modulkatalog.html</p>
<p>Yildiz Technical University</p> <p>Department of Chemical Engineering</p>	<p>TR ISTANBU07</p>	<p>Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr</p> <p>Departmental: Assis. Prof. Dr. Emel Akyol Tel.: +90 212 383 4763 Email: eakyol@yildiz.edu.tr</p>	<p>www.bologna.yildiz.edu.tr</p> <p>http://www.bologna.yildiz.edu.tr/index.php?r=academicunit/view&id=23</p>

B. Mobility numbers⁵ 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*]	Student Mobility for Traineeships *
D MANNHEI03	TR ISTANBU07	0711	Chemical Engineering and Processes	1 st 2 nd	2 x 6 months	0
TR ISTANBU07	D MANNHEI03	0711	Chemical Engineering and Processes	1 st 2 nd	2 x 6 months	0

[*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 *]	Staff Mobility for Training *
D MANNHEI03	TR ISTANBU07	0711	Chemical Engineering and Processes	1 x 5 days	0
TR ISTANBU07	D MANNHEI03	0711	Chemical Engineering and	1 x 5 days	0

⁵ 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>

7	3		Processes		
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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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D MANNHEI03	Chemical Engineering and Processes	German	English	B1	B2
TR ISTANBU07	Chemical Engineering and Processes	Turkish	English	B1	B2

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

D MANNHEI03:

We recommend that incoming students to the Hochschule Mannheim - University of Applied Sciences for the **autumn semester** have language skills level B1 in German and attend the German Intensive Language Course which starts at the beginning of September. Incoming students for the **spring semester** should have German language skills level B1 and have the option to attend the German Intensive Language Course which starts at the end of February.

D. Additional requirements

D MANNHEI03:

Disabled students and staff:

For information for students and staff with disabilities please contact

⁶ 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>

Prof. Dr. med. Manfred Oster
m.oster@hs-mannheim.de

or visit: <https://www.hs-mannheim.de/die-hochschule/organisation-und-gremien/zusammen-am-campus/studieren-mit-behinderung.html>

Welcome Days:

The International Office organizes Welcome Days for the International Students. It includes all the relevant administrative and academic information, culture programme, contact to the student body and introduction to various excursions (during the semester).

TR ISTANBU07

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module: <https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming students and staff with special needs.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D MANNHEI03	May 31st	November 15th
TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December

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

2. The receiving institution will send its decision within 8 weeks.
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

This agreement is valid for the duration indicated above and may be updated or terminated in mutual agreement. In the event of unilateral termination, a notice of at least one academic year must 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

D MANNHEI 03:

1.0 – 1.5	Very good	Significantly above average performance
1.6 – 2.5	Good	Above average performance
2.6 – 3.5	Satisfactory	Average performance
3.6 – 4.0	Sufficient	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.
4.1 – 5.0	Fail	Inadequate performance (Credit is not earned.)

TR ISTANBU07: <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

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
D MANNHEI03	Ms. Sandra Messele-Wieser International Office	http://www.auswaertiges- amt.de/EN/EinreiseUndAufenthalt/03_V isabestimmungen/Visabestimmungen_n

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

	incoming.io@hs-mannheim.de	ode.html
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

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
D MANNHEI03	Ms. Sandra Messele-Wieser International Office incoming.io@hs-mannheim.de	https://www.hs-mannheim.de/die-hochschule/internationales/international-office/downloads.html#c69356 Click on Incoming Students Guide – German/English for information. Accident insurance provided by the Unfallkasse Baden-Württemberg offers coverage during lectures, courses, university sports and activities organized by the university which have received prior approval by the Rector.
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

4. Housing

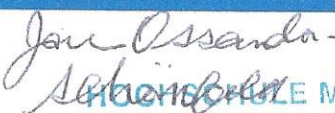


The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D MANNHEI03	Ms. Sandra Messele-Wieser	Hochschule Mannheim University of Applied Sciences will assist students in obtaining a room in the student

	International Office incoming.io@hs-mannheim.de	accommodations run by the Studierendenwerk Mannheim. The rent is paid by the student. https://www.hs-mannheim.de/die-hochschule/internationales/international-office/downloads.html#c69356 Click on Incoming Students Guide – German/English for information.
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185 https://yildiz.esnturkey.org/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
D MANNHEI03	Ms. Jane Ossandon-Schönfeld, Erasmus Institutional Coordinator	November 29, 2019	 HOCHSCHULE MANNHEIM International Office Paul-Wittsack-Straße 10 68163 Mannheim
TR ISTANBU07	Prof. Dr. Bayram Ali ERSOY Erasmus Institutional Coordinator	06.12. 2019	 

⁸ Scanned signatures are accepted