



# Erasmus+ Programme

## Key Action 1

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014/2015 – 2020/2021<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Universität Hamburg Institutional Coordinator	D HAMBURG01	Dr. Torsten Szobries Department of International Affairs, Mittelweg 177, D-20148 Hamburg, Germany Tel: + 49 40 42838-7932 Fax: +49 40 42838 77607 <a href="mailto:hochschulkoordination.eras@uni-hamburg.de">hochschulkoordination.eras</a>	<a href="http://www.uni-hamburg.de/">http://www.uni-hamburg.de/</a> Course catalogue: <a href="https://www.stine.uni-hamburg.de/">https://www.stine.uni-hamburg.de/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		<a href="mailto:erasmus@verw.uni-hamburg.de">mus@verw.uni-hamburg.de</a> For questions concerning incoming and outgoing students please refer to the contact person below	
Universität Hamburg Departmental Coordinator	D HAMBURG01	<b>Administrative contact:</b> Julia Twesten Erasmus-Büro Geisteswissenschaften Universität Hamburg c/o Institut für Germanistik II Von-Melle-Park 6, D-20146 Hamburg, Germany Tel.: +49 40 428383648 <a href="mailto:erasmus.geisteswiss@uni-hamburg.de">erasmus.geisteswiss@uni-hamburg.de</a>  <b>Academic Contact:</b> Prof. Dr. Yavuz Köse Tel.: +49 40 42838 3206 Fax: +49 40 42838 5674 <a href="mailto:yavuz.koese@uni-hamburg.de">yavuz.koese@uni-hamburg.de</a>	
Yildiz Teknik Universitesi Institutional Coordinator	TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator)  Tel: +90 212 383 2069  E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
Yildiz Teknik Universitesi Departmental Coordinator	TR ISTANBU07	Hande Ersoz Demirdag - Ayse Ayhan Phone: +902123834393-94 e-mail: <a href="mailto:handeersoz2003@yahoo.com">handeersoz2003@yahoo.com</a> <a href="mailto:ayseayhan@yahoo.com">ayseayhan@yahoo.com</a>	<a href="http://www.bde.yildiz.edu.tr/">http://www.bde.yildiz.edu.tr/</a> 

## B. Mobility numbers<sup>5</sup> 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]	TO [Erasmus code]	Sub ject	Subject area name	Stud y	Number of student mobility periods
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<sup>5</sup> 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>)



code of the sending institution]	of the receiving institution]	are a code * [ISC ED]	*	cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies [total number of students, student months (=sum)*]	Student Mobility for Traineeship S *
D HAMBURG01	TR ISTANBU07	222	Languages and Philology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 (2x10) = 20 months	---
TR ISTANBU07	D HAMBURG01	222	Languages and Philology	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 (2x10) = 20 months	---

[\*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 * [ISC ED]	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 HAMBURG01	TR ISTANBU07	222	Languages and Philology	1 week, 8 teaching hours	---
TR ISTANBU07	D HAMBURG01	222	Languages and Philology	1 week, 8 teaching hours	---



### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D HAMBURG01	222	German	---	B1	B2
TR ISTANBU07	222	French	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. Additional requirements

#### **Additional requirements for Universität Hamburg**

The sending university will screen and select candidates for exchange studies in accordance with its applicable rules and regulations. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for exchange. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

The Universität Hamburg welcomes students and staff with disabilities and has the infrastructure to support people with disabilities. Please contact the Institutional Coordinator to obtain further information concerning the support available in your respective institute or school. You will find information on the support available at <http://www.uni-hamburg.de/studieren-mit-behinderung.html>

<sup>6</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>

## **Additional requirements for Yildiz Teknik Universitesi**

[To be completed by the receiving institution, if applicable]

### **E. Calendar**

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

<b>Receiving institution [Erasmus code]</b>	<b>Autumn term* [month]</b>	<b>Spring term* [month]</b>
D HAMBURG01	15 <sup>th</sup> May	15 <sup>th</sup> November
TR ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 10 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This agreement shall become effective from the academic year 2014/15 and shall remain in effect until the academic year 2020/21. The agreement may be terminated by either contracting party giving at least six (6) months' written notice. However, any exchange in progress will continue until completed. 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**

##### **Universität Hamburg (D Hamburg01):**

Universität Hamburg does not fully comply with the ECTS grading system. The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):

- "**Sehr Gut**" (1) = Very Good;
- "**Gut**" (2) = Good;
- "**Befriedigend**" (3) = Satisfactory;
- "**Ausreichend**" (4) = Sufficient;
- "**Nicht ausreichend**" (5) = Non-Sufficient/Fail.

The minimum passing grade is "**Ausreichend**" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

##### **Yildiz Teknik Universitesi (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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D HAMBURG01		<a href="http://www.uni-hamburg.de/internationales/studieren-an-der-uhh/einreisevisum_e.html">http://www.uni-hamburg.de/internationales/studieren-an-der-uhh/einreisevisum_e.html</a>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D HAMBURG01		<a href="http://www.uni-hamburg.de/ersteschritte">www.uni-hamburg.de/ersteschritte</a>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>




## **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 HAMBURG 01		<a href="http://www.uni-hamburg.de/ersteschritte">www.uni-hamburg.de/ersteschritte</a>
TR ISTANBU 07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
D HAMBURG01	<b>Dr. Torsten Szobries,</b> Institutional Coordinator	22.01.2014	 Universität Hamburg DER FORSCHUNG · DER LEHRE · DER BILDUNG Abteilung Internationales Referat S1: Internationale Hochschulle Kooperationen Mittelweg 177 · 20148 Hamburg
TR ISTANBU07	<b>Assoc.Prof.Dr. Bayram Ali Ersoy</b> Institutional Erasmus Coordinator		  YILDIZ TECHNICAL UNIVERSITY since 1911 EU OFFICE

<sup>7</sup> Scanned signatures are accepted