



# 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	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> 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>
		<b>Departmental:</b> Mrs.Songül Albayrak, Ytu davutpaşa kampüsü, elektrik-elektronik fakültesi, bilgisayar mühendisliği 34220 - Istanbul. TURKEY Phone:+902123835781 Fax:+902123835732 E-mail: <a href="mailto:songul@ce.yildiz.edu.tr">songul@ce.yildiz.edu.tr</a>	
Hochschule Bremerhaven An der Karlstadt 8 27568 Bremerhaven Germany	D BREMERH01	Mrs. Aleksandra Rupiotta Head of International Office Institutional Erasmus Coordinator Tel: +49 471 4823 118 <a href="mailto:arupiotta@hs-bremerhaven.de">arupiotta@hs-bremerhaven.de</a>	<a href="http://www.hs-bremerhaven.de">www.hs-bremerhaven.de</a>
		Departmental Erasmus Coordinator: see Annex	

Further requirements and information for each institution are included in Annexes to this Agreement ("institutional fact sheets"). These annexes are an integral part of this agreement.

## B. Mobility numbers 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
TR ISTANBU 07	D BREMERH01	061	Informatics and Computing	1 <sup>st</sup>	2 /10 months	Only by individual agreement
		071	Engineering	1 <sup>st</sup>	2 /10 months	Only by individual agreement
D BREMERH01	TR ISTANBU 07	061	Informatics and Computing	1 <sup>st</sup>	2 /10 months	Only by individual agreement
		071	Engineering	1 <sup>st</sup>	2 /10 months	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	Staff Mobility for Training
TR ISTANBU 07	D BREMERH01	061	Informatics and Computing	2-5 days (8h)	interdisciplinary 2-5 days
		071	Engineering	2-5 days (8h)	
D BREMERH01	TR ISTANBU 07	061	Informatics and Computing	2-5 days (8h)	interdisciplinary 2-5 days
		071	Engineering	2-5 days (8h)	

## C. Termination of the Agreement

In the event of unilateral termination of this agreement, 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## D. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	06.05.2014	
D BREMERH01	Prof. Dr. Dr. h.c. Josef Stockemer RECTOR	05.05.2014	

<sup>1</sup> Scanned signatures are accepted



**Annex to Erasmus+ Inter-Institutional Agreement**  
**Institutional Factsheet**  
**Yıldız Technical University**

**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>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English	Turkish	B1	B2

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

**Additional requirements**

**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 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December

2. The receiving institution will send its decision within [4] weeks.
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]

<sup>2</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>

## Information

### 1. Grading systems of the institutions

<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>
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>
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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation</a>





# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet Hochschule Bremerhaven

### 1. Institutional Information

#### 1.1 Institutional details

Name of the institution	Hochschule Bremerhaven
Postal Address	An der Karlstadt 8, 27568 Bremerhaven, Germany
Erasmus Code	D BREMERH01
EUC	29680-LA-1-2014-1-DE-E4AKA1-ECHE
Institution website	<a href="http://www.hs-bremerhaven.de">www.hs-bremerhaven.de</a>
Course catalogue	<a href="http://www.hs-bremerhaven.de/en/organisation/departments/international-office/incoming-students/application-for-exchange-students/">http://www.hs-bremerhaven.de/en/organisation/departments/international-office/incoming-students/application-for-exchange-students/</a>

#### 1.2 Main contacts at International Office

Contact person	<b>Mrs. Aleksandra Rupietta</b>
Responsibility	Head of International Office, Institutional Erasmus Coordinator Contact person for outgoing students/staff and bilateral agreements
Contact details	Tel: 0049 471 4823 118 Fax: 0049 471 4823 220 <a href="mailto:arupietta@hs-bremerhaven.de">arupietta@hs-bremerhaven.de</a>

Contact person	<b>Ms. Korinna Schröter</b>
Responsibility	Application for incoming exchange students, learning agreements
Contact details	Tel: 0049 471 4823 103 Fax: 0049 471 4823 115 <a href="mailto:kschroeter@hs-bremerhaven.de">kschroeter@hs-bremerhaven.de</a>

Contact person	<b>Ms. Patricia Gebhardt</b>
Responsibility	Incoming students (accommodation, health insurance, visa, excursions)
Contact details	Tel: 0049 471 4823 133 <a href="mailto:gebhardt@hs-bremerhaven.de">gebhardt@hs-bremerhaven.de</a>

#### 1.3 Departmental Erasmus Coordinators:

In each department, there is a contact person for international affairs. Often it is a Chairman/Chairwoman of the departmental Study Board.

Department	Business Administration (BA), Management in Medium-Sized Enterprise (MA)
Contact person	<b>Prof. Dr. Gerhard Feldmeier, Vice-Rector</b>
Contact details	Tel: 0049 471 4823 137 <a href="mailto:gfeldmeier@hs-bremerhaven.de">gfeldmeier@hs-bremerhaven.de</a>

Department	Cruise Tourism Management (BA)
Contact person	<b>Prof. Dr. Kai Havekost</b>
Contact details	Tel: 0049 471 4823 515 <a href="mailto:khavekost@hs-bremerhaven.de">khavekost@hs-bremerhaven.de</a>

Department	Transport/Logistics (BA), Logistics Engineering and Management (MA)
Contact person	<b>Prof. Dr. Waldemar Czuchra</b>
Contact details	Tel: 0049 471 4823 483 <a href="mailto:wczuchra@hs-bremerhaven.de">wczuchra@hs-bremerhaven.de</a>

<b>Department</b>	Informatics (BA), Business Informatics (BA), Applied Computer Sciences (MA)	
Contact person	<b>Prof. Dr. Karin Vosseberg</b>	
Contact details	Tel: 0049 471 4823 139	<a href="mailto:kvosseberg@hs-bremerhaven.de">kvosseberg@hs-bremerhaven.de</a>

<b>Department</b>	Digital Media Production (BA)	
Contact person	<b>Prof. Dr. Ulrike Erb</b>	
Contact details	Tel: 0049 471 4823 442	<a href="mailto:uerb@hs-bremerhaven.de">uerb@hs-bremerhaven.de</a>

<b>Department</b>	Sustainable Energy Technology and Environmental Technology (BA), Process Engineering and Energy Technology (MA)	
Contact person	<b>Prof. Dr. Katharina Theis-Bröhl</b>	
Contact details	Tel: 0049 471 4823 471	<a href="mailto:ktheis-broehl@hs-bremerhaven.de">ktheis-broehl@hs-bremerhaven.de</a>

<b>Department</b>	Food Technology/Food Economics (BA)	
Contact person	<b>Prof. Dr. Hauke Hiltz</b>	
Contact details	Tel: 0049 471 4823 119	<a href="mailto:hhiltz@hs-bremerhaven.de">hhiltz@hs-bremerhaven.de</a>

<b>Department</b>	Wind Energy Technology (MA)	
Contact person	<b>Prof. Dr. Henry Seifert</b>	
Contact details	Tel: 0049 471 4823 547	<a href="mailto:hseifert@hs-bremerhaven.de">hseifert@hs-bremerhaven.de</a>

<b>Department</b>	Maritime Technologies (BA)	
Contact person	<b>Prof. Dr. Stefan Wittke</b>	
Contact details	Tel: 0049 471 4823 205	<a href="mailto:swittke@hs-bremerhaven.de">swittke@hs-bremerhaven.de</a>

<b>Department</b>	Integrated Safety and Security Management (MA)	
Contact person	<b>Prof. Dipl.-Ing Frank Reininghaus</b>	
Contact details	Tel: 0049 471 4823 331	<a href="mailto:freininghaus@hs-bremerhaven.de">freininghaus@hs-bremerhaven.de</a>

## 2. Detailed requirements and additional information

### 2.1. Recommended language skills

The sending institution, following agreement with Hochschule Bremerhaven, 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	041,071,1015,1041	German/English	Minimum requirement: B2
Student Mobility for Studies	0211,061,0721,0914	German	Minimum requirement: B2
Staff Mobility for Teaching		German/English	Minimum requirement: B2
Staff Mobility for Training		German/English	Minimum requirement: B1

\* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

### 2.2. Additional requirements

The University of Applied Sciences Bremerhaven welcomes student and staff with disabilities. The campus buildings are equipped with lifts.



Student's application documents should be sent to:

Hochschule Bremerhaven  
International Office  
Postfach 36  
An der Karlstadt 8  
DE-27568 Bremerhaven

Students are required to provide us with the following documents in paper:

- Application form with a photograph
- Learning Agreement (first draft, one copy only)
- Curriculum vitae
- Copy of the identity card or passport
- Transcripts of Records obtained in previous years of study at home university
- One Photograph (for the semester ticket)

Exchange students are expected to take the majority of their courses in the subject of the agreement. Additionally, they can choose language courses (German, Spanish, French, Italian) and soft skills courses taught in English offered within General Studies. Courses from other subjects may be requested, but are subject to the academic approval and departmental policy.

Students are recommended to take a two-week German intensive course before the semester starts. A short test evaluating the student's language competences is required. Depending on student's language level and number of participants, the German courses take place in Bremerhaven or Bremen and are offered in cooperation with Goethe Institute.

It's student's responsibility to keep his/her Learning Agreement updated.

Staff Mobility for Teaching and Training is possible on individual arrangements with the International Office and the respective department. Administrative Staff is welcome to attend an International Staff Week organised by Hochschule Bremerhaven biannual. Next Staff Week will take place in 2015.

### 2.3. Calendar

The semester dates will be published on the website:

[www.hs-bremerhaven.de/en/service/good-to-know-for-studies/academic-calendar/](http://www.hs-bremerhaven.de/en/service/good-to-know-for-studies/academic-calendar/)

<b>First Semester (winter semester)</b>	<b>1st September – 28th February</b>
Intensive two week German course:	mid September– end of September
Courses begin:	end of September/ beginning of October – end of January
Exam period:	end of January – mid-February
Exam resits:	beginning of March – mid March
<b>Second Semester (summer semester)</b>	<b>1- March – 31- August</b>
Intensive two week German course:	End of February/ beginning of March – mid March
Courses begin:	mid March – beginning of July
Exam period:	beginning of July – mid-July
Exam resits:	mid of September– end of September

#### 2.3.1 Nomination Deadlines:

Information on nominated students and their application documents must reach Hochschule Bremerhaven by:

<b>Winter term</b>	May 15th
<b>Summer term</b>	November 15th

When nominating the students, the following information shall be provided:

- Name of the student(s)
- E-mail address to student(s)
- Semester(s) of exchange
- Subject area
- Gender

### 2.3.2. Decision Response

We will send our decision normally not later than three weeks after we have received the complete application documents. When accepted, the student will receive a confirmation and additional information about his/her stay in Bremerhaven by mail. The acceptance letter will be sent to the home institution by regular mail.

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued normally within 6 weeks after the assessment period has finished by the Examination Office. The original document will be sent to the home university by regular mail. It is the home university's responsibility to provide the student with this document.

## 3. Additional information

### 3.1. Grading system

Academic result in %	German Grade	ECTS-Grade
100-95	1,0	A (Excellent)
below 95-90	1,3	
below 90-85	1,7	B (Very good)
below 85-80	2,0	
below 80-75	2,3	C (Good)
below 75-70	2,7	
below 70-65	3,0	D (Satisfactory)
below 65-60	3,3	
below 60-55	3,7	E (Sufficient)
below 55-50	4,0	
below 50-25	5,0	XF (Fail)
below 25	5,0	F (Fail)

### 3.2. Visa / Insurance

Hochschule Bremerhaven will provide assistance, when required, in obtaining insurance and securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education. Incoming students need proof of a valid health insurance equivalent to the German statutory health insurance (EHIC Card). Travel insurances and private health insurances are usually not sufficient. Information and assistance will be provided by the following contact person:

Contact person	Ms. Patricia Gebhardt
Contact details	Tel: 0049 471 4823 133 gebhardt@hs-bremerhaven.de

### 3.3. Housing

Hochschule Bremerhaven will guide incoming students/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Students have to notify us if they wish to get assistance in finding accommodation. Information and assistance is provided by the following persons and information sources:

Contact person	Ms. Patricia Gebhardt
Contact details	Tel: 0049 471 4823 133 gebhardt@hs-bremerhaven.de
Website	<a href="http://www.hs-bremerhaven.de/en/organisation/departments/international-office/incoming-students/your-stay-in-bremerhaven/accommodation/">www.hs-bremerhaven.de/en/organisation/departments/international-office/incoming-students/your-stay-in-bremerhaven/accommodation/</a>
Accommodation in	student hostels, private flats, shared apartments
Average cost per month	200 - 350 Euro

### 3.4. Changes to Annex

Changes to Annex will be published on the website:  
[www.hs-bremerhaven.de/organisation/dezernat-und-stabsstellen/international-office/erasmus/](http://www.hs-bremerhaven.de/organisation/dezernat-und-stabsstellen/international-office/erasmus/)