



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	http://www.bologna.yildiz.edu.tr/
		Departmental: Assoc.Prof. Songül Albayrak E-mail: erasmus@ce.yildiz.edu.tr	
Münster University of Applied Sciences	D MUNSTER02	Institutional: Miriam Sterz Hüfferstr. 27, 48149 Münster, Germany Tel: +49 251 83-64109, fax: +49 251 83-64104, email: sterz@fh-muenster.de	http://www.fh-muenster.de/internationaloffice

		Departmental: Prof. Dr. Hans Effinger, Münster, Germany Tel: +49.2551 9-62580, email: effinger@fh-muenster.de	http://www.fh-muenster.de/internationaloffice
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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, 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*]
TR ISTANBU07	D MUNSTER02	061	Information and Communication Technologies (ICT)	1 st & 2 nd	2 students x 10 months
D MUNSTER02	TR ISTANBU07	061	Information and Communication Technologies (ICT)	1 st & 2 nd	2 students x 10 months

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 MUNSTER02	061	Information and Communication Technologies (ICT)	1 staff x 1 week	1 staff x 1 week
D MUNSTER02	TR ISTANBU07	061	Information and Communication Technologies (ICT)	1 staff x 1 week	1 staff x 1 week

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
D MUNSTER02		Deutsch		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

TR ISTANBU07:

D MUNSTER02: More details about further requirements regarding the application process, please find at www.fh-muenster.de/internationaloffice.

Münster University of Applied Sciences has the infrastructure to welcome students and staff with disabilities. For organisational purposes, please inform the International Office as soon as possible.

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>

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 15 th May-15 th July	Online Application Period 15 th October-15 th December
D MUNSTER02	Nomination Deadline: 15 May*	Nomination Deadline 15 October*
	Application Deadline: 15 June	Application Deadline: 15 November

*Students should apply for accommodation directly after nomination at: www.studentenwerk-muenster.de . Acceptance at FH Münster is not necessary at the time of application

2. The receiving institution will send its decision within [6] weeks after the application deadline
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

[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 MUNSTER02:

The grading scheme in Germany 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
„Mangelhaft“ (5) = Non-sufficient/fail

Verbal designations of grades may vary in some cases and for doctoral degrees.
In addition, Münster University of Applied Sciences uses the ECTS grading scheme, which operates with the levels A (best 10%), B (next 25%), C (next 30%), D (next 25%) and E (next 10%), only in case of the final grade of the entire degree programme.

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
D MUNSTER02	International Office Tel.: +49.251 83-64110 Email: incomings@fh-muenster.de	www.fh-muenster.de/internationaloffice

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=15758577449206964749
D MUNSTER02	International Office Tel.: +49.251 83-64110 Email: incomings@fh-muenster.de	www.fh-muenster.de/internationaloffice

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 MUNSTER02	International Office Tel.: +49.251 83-64110 Email: incomings@fh-muenster.de	www.fh-muenster.de/internationaloffice

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	16 MAR 2015	
D MUNSTER02	Prof. Dr. Reinhart Job, Dean of the Faculty of Electrical Engineering and Computer Sciences	24.3.2015	

² Scanned signatures are accepted