



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014/15-20/21<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<br>(and department, where relevant)  | Erasmus code    | Contact details <sup>4</sup><br>(email, phone)  | Website<br>(eg. of the course catalogue)  |
|--|-----------------|---|---|
| University of Rostock<br>International Office                | D ROSTOCK<br>01 | <b>Institutional Coordinator</b><br>Sören Koepp<br>P.: +49 381 498 1209<br><a href="mailto:auslandsamt@uni-rostock.de">auslandsamt@uni-rostock.de</a>             | <a href="http://www.uni-rostock.de/en/international/news/">http://www.uni-rostock.de/en/international/news/</a>     |
| Faculty of Computer Science and Electrical Engineering (IEF) |                 | <b>Departmental Coordinator</b><br>Prof. Peter Forbrig<br>P.: +49 381 498 76 20<br><a href="mailto:peter.forbrig@uni-rostock.de">peter.forbrig@uni-rostock.de</a> | <a href="http://www.uni-rostock.de/en/faculties/faculty-of-">http://www.uni-rostock.de/en/faculties/faculty-of-</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="#">computer-science-and-electrical-engineering/</a>                      |
| Yıldız Technical University<br>Faculty of Electrical-Electronics<br>Computer Engineering Department | TR<br>ISTANBU07 | <b>Institutional:</b><br>Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> )<br>Tel: +90 212 383 2069<br>E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a><br><br><b>Departmental:</b><br>Mrs.Songül Albayrak,<br>YTU Davutpaşa Kampüsü, Elektrik Elektronik Fakültesi, Bilgisayar Mühendisliği Bölümü<br>34220 - İstanbul, TURKEY<br>Phone: +902123835781 Fax: +902123835732<br>E-mail: <a href="mailto:songul@ce.yildiz.edu.tr">songul@ce.yildiz.edu.tr</a> | <a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a> |

## B. Mobility numbers<sup>5</sup> 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<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>*                     | Study cycle<br>[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]<br>* | Number of student mobility periods                                 |  |
|---|---|-----------------------------------|--|--|--|--|
|   |   |                                   |  |  | Student Mobility for Studies                                       | Student Mobility for Traineeships<br>* |
|   |   |                                   |  |  | [total number of months of the study periods or average duration*] |  |
| D<br>ROSTOCK<br>01                                | TR<br>ISTANBU<br>07                               | 061/<br>48                        | Information and Communication Technologies | 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>                                      | 4x5= 20<br>(total months)  |  |

<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>)



|                     |                    |            |   |  |                              |  |
|---------------------|--------------------|------------|---|--|------------------------------|--|
| TR<br>ISTANBU<br>07 | D<br>ROSTOCK<br>01 | 061/<br>48 | Information<br>and<br>Communicati<br>on<br>Technologies | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup> | 4x5= 20<br>(total<br>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<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject<br>area name<br>*                               | Number of staff mobility<br>periods   |                                     |
|--|--|---|---|---|-------------------------------------|
|  |  |   |   | Staff Mobility for<br>Teaching<br><br>[total number of<br>days of teaching<br>periods or average<br>duration *] | Staff Mobility<br>for Training<br>* |
| D<br>ROSTOCK0<br>1   | TR<br>ISTANBU<br>07  | 061/<br>48                              | Information<br>and<br>Communicati<br>on<br>Technologies | 2x 7 (2weeks)   |                                     |
|  |  |   |   |   |                                     |
| TR<br>ISTANBU<br>07  | D<br>ROSTOCK0<br>1   | 061/<br>48                              | Information<br>and<br>Communicati<br>on<br>Technologies | 2x 7 (2weeks)   |                                     |
|  |  |   |   |   |                                     |

### 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<br>[Erasmus code] | Optional:<br>Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level <sup>6</sup>          |  |
|---|---------------------------|---------------------------|---------------------------|---|--|
|   |                           |                           |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| D ROSTOCK01                             | 061/ 48                   | German                    | English                   | B1  | B2   |
| TR ISTANBU 07                           | 061/ 48                   | 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. Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

#### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]   | Spring term*<br>[month]   |
|---|---|---|
| D ROSTOCK01                             | July 15 <sup>th</sup>   | January 15 <sup>th</sup>  |
| TR ISTANBU 07                           | Online Application Period<br>15 <sup>th</sup> May-15 <sup>th</sup> July | Online Application Period<br>15 <sup>th</sup> October-15 <sup>th</sup> December |

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

- D ROSTOCK01: The receiving institution will send its decision within 5 weeks.

<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>



TR ISTANBU 07

3. D ROSTOCK01: 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.

TR ISTANBU 07

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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. 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 ROSTOCK01:**

##### European ECTS grading scale

|       |                   |   |
|-------|-------------------|---|
| A     | Excellent         | Outstanding performance with only minor errors      |
| B     | Good              | Above the average standard but with some errors     |
| C     | Satisfactory      | Generally good work with a number of notable errors |
| D / E | Pass / Sufficient | Passable performance, meeting the minimum criteria  |
| F     | Fail*             | Considerable further work is required               |

|     |                 |  |
|-----|-----------------|--|
| DNA | Did not attend* | Absent from exam                                       |
| I   | Incomplete*     | No exam taken / did not fulfill all course requirement |
| S   | Signed*         | Completed practice / training                          |
| R   | Refused*        | Did not complete practice / training                   |

\* no credit

##### Local Grading

|           |  |
|-----------|--|
| 1,0 – 1,3 | sehr gut   |
| 1,7 – 2,3 | gut  |
| 2,7 – 3,3 | befriedigend   |
| 3,7 – 4,0 | ausreichend  |
| 5,0       | nicht ausreichend<br>(nicht bestanden)<br>nicht angetreten |

##### Equivalent ECTS Grading

|       |                   |
|-------|-------------------|
| A     | Excellent         |
| B     | Good              |
| C     | Satisfactory      |
| D / E | Pass / Sufficient |
| F     | Fail              |
| DNA   | Did not attend    |

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

**TR ISTANBU 07 :****Local Grading**

|           |    |
|-----------|----|
| 4,0 – 3,5 | AA |
| 3,5 – 3,0 | BA |
| 3,0 – 2,5 | BB |
| 2,5 – 2,0 | CB |
| 2,0       | CC |
| 0,0       | FF |
| 0,0       | FO |
| -         | G  |

**Equivalent ECTS Grading**

|     |                   |
|-----|-------------------|
| A   | Excellent         |
| B   | Very Good         |
| C   | Good              |
| D   | Satisfactory      |
| E   | Pass / Sufficient |
| F   | Fail              |
| DNA | Did not attend    |
| G   | Pass course only  |

**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<br/>[Erasmus code]</b>       | <b>Contact details<br/>(email, phone)</b>  | <b>Website for information</b>  |
|---|--|---|
| D ROSTOCK01                                 | <a href="mailto:Incoming.io@uni-rostock.de">Incoming.io@uni-rostock.de</a><br>P.: +49 381 498 1222 | <a href="http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/entry-and-arrival/">http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/entry-and-arrival/</a> |
| Yıldız Technical University<br>TR ISTANBU07 | <a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>                                 | <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<br/>[Erasmus code]</b> | <b>Contact details<br/>(email, phone)</b>  | <b>Website for information</b>  |
|---------------------------------------|--|---|
| D ROSTOCK01                           | <a href="mailto:Incoming.io@uni-rostock.de">Incoming.io@uni-rostock.de</a><br>P.: +49 381 498 1222 | <a href="http://www.uni-rostock.de/fileadmin/UniHome/Internationales/Aus_dem_Ausland/Checkliste_vor_der_Anreise_en_CD.pdf">http://www.uni-rostock.de/fileadmin/UniHome/Internationales/Aus_dem_Ausland/Checkliste_vor_der_Anreise_en_CD.pdf</a> |



|   |                        |   |
|---|------------------------|---|
| Yildiz Technical University<br>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<br>[Erasmus code]               | Contact details<br>(email, phone)  | Website for information   |
|---|--|---|
| D ROSTOCK01                                 | <a href="mailto:Incoming.io@uni-rostock.de">Incoming.io@uni-rostock.de</a><br>P.: +49 381 498 1222 | <a href="http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/where-to-live">http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/where-to-live</a> |
| Yildiz Technical University<br>TR ISTANBU07 | 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<br>[Erasmus code] | Name, function   | Date       | Signature <sup>8</sup>   |
|-------------------------------|--|------------|--|
| D ROSTOCK01                   | Sören Koepe<br>ERASMUS Institutional Coordinator                     | 11.03.2014 |   |
| TR ISTANBU07                  | Assoc.Prof.Dr. Bayram Ali Ersoy<br>Institutional Erasmus Coordinator | 18.04.2014 |   |

<sup>8</sup> Scanned signatures are accepted