



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries

The institutions named below agree to co-operate 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 the higher education institutions

Name of institution (and department, where relevant)	Erasmus code	Contact details ³ (e-mail, phone)	Website (eg. of the course catalogue)
FACHHOCHSCHULE KIEL, KIEL UNIVERSITY OF APPLIED SCIENCES	D KIEL03	Christine Boudin, Erasmus Coordinator Fachhochschule Kiel, International Office, Sokratesplatz 4, D-24149 Kiel, Phone: +494312101800 Fax: +494312101810 christine.boudin@fh-kiel.de Departmental coordinator: See attached data sheet	www.fh-kiel.de/International

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

Yıldız Technical University	TR ISTANBU07	<u>Institutional:</u> Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		<u>Departmental:</u> Asst.Prof.Dr. Tugba Efendigil (<i>Departmental Erasmus Coordinator</i>) Tel: +90 212 383 2905 E-mail: tugbae@yildiz.edu.tr	

B. Mobility numbers⁴ 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*]	Student Mobility for Traineeships *
D KIEL 03	TR ISTANBU07	071	Industrial Engineering	1	2 students (10 months/student)	
TR ISTANBU07	D KIEL 03	071	Industrial Engineering	1	2 students (10months/student)	

[*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.]

⁴ 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>)

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 KIEL 03	TR ISTANBU07	071	Industrial Engineering	1 (5 days)	
TR ISTANBU07	D KIEL 03	071	Industrial Engineering	1 (5 days)	

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D KIEL 03	041	German	English	http://www.fh-kiel.de/index.php?id=13167	C1
TR ISTANBU07		English		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

D KIEL 03: <http://www.fh-kiel.de/index.php?id=13167>

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.]

⁵ 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>

D KIEL03

TR ISTANBU07:

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 KIEL03	Student applications: 1 May, when a visa is required 1 June, when no a visa is required	Student applications: 1 October, when a visa is required 1 November, when no visa is required
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]

D KIEL 03 : The receiving institution will send its decision within 4 weeks.

D KIEL 03 : 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.

4. Termination of the agreement

D Kiel 03: [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' guide⁶. 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 KIEL 03:

German Grading System:
1 = Excellent

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

- 2 = Good
 3 = Satisfactory
 4 = Sufficient
 5 = Unsatisfactory
 Mit Erfolg teilgenommen/Successfully completed
 Ohne Erfolg teilgenommen/Not completed.

<http://www.fh-kiel.de/index.php?id=13113>

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 (e-mail, phone)	Website for information
D KIEL 03	renate.hahn@fh-kiel.de	See attached data sheet.
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

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 (e-mail, phone)	Website for information
D KIEL 03		AOK Student service https://www.aok-on.de/nordwest/studierende/aok-studenten-service/foreign-students-information.html
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

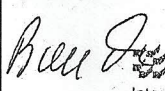
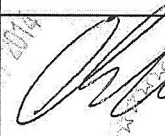
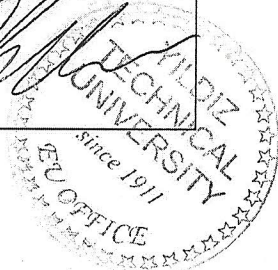
4. Housing

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 (e-mail, phone)	Website for information
D KIEL 03	wohnen@studentenwerks-h.de See attached data sheet.	http://www.fh-kiel.de/index.php?id=io_accommodation&L=1
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
D KIEL03	Signed by delegation of the vice president Christine Boudin, MBA <i>Director of International Office</i> Erasmus Coordinator, Kiel University of Applied Sciences	27 JAN 2014	 FACHHOCHSCHULE KIEL University of Applied Sciences International Office Sokratesplatz 4, 24149 Kiel Telefon: 0431 / 210-1803 Telefax: 0431 / 210-1810
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	27 JAN 2014	 

⁷ Scanned signatures are accepted