



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2015-2021

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	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator YILDIZ TECHNICAL UNIVERSITY AB OFFICE-34349 Yıldız, İstanbul, TÜRKİYE Tel: +90 212 383 2069 Fax: +90212 2367192 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Assist. Prof. Dr. Nese Basaran Akgul Departmental Erasmus Coordinator YTU, Faculty of Chemical and Metallurgical Engineering, Department of Food Engineering Esenler, Istanbul Turkey Phone: +902123834583 Fax: +90212 3834571 Email: nakgul@yildiz.edu.tr	
Technical University of Berlin		Dr. Carola Beckmeier Head International Office Erasmus Institutional Coordinator Technische Universität Berlin Straße des 17. Juni 135, D - 10623 Berlin (Deutschland) Phone: +49-30-314-24799 carola.beckmeier@tu-berlin.de	www.tu-berlin.de/international-office www.auslandsamt.tu-berlin.de
Departmental Coordinator Department of Food Biotechnology and Food Process Engineering	D BERLIN02	Prof. Dr. Cornelia Rauh Departmental Coordinator – Code 071 & Code DE 0721 Technische Universität Berlin Institute of Food Technology and Food Chemistry Department of Food Biotechnology and Food Process Engineering, Sekr. KL-FG 1 Königin-Luise-Str. 22 D - 14195 Berlin GERMANY Tel. +49-30-314 71250 cornelia.rauh@tu-berlin.de	http://www.foodtech.tu-berlin.de/menue/home/parameter/en/

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.]

SM – STUDENT MOBILITY

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 BERLIN02	0721	Food Engineering and/or Food processing (Food Science and Technology / Food Biotechnology)	1 st – BA 2 nd – MA 3 rd – Doc	3 / 10 (3 students x 10 months each = 30)
D BERLIN02	TR ISTANBU07			1 st – BA 2 nd – MA 3 rd – Doc	
TR ISTANBU07	D BERLIN02	071	Engineering and engineering trades	1 st – BA 2 nd – MA 3 rd – Doc	3 / 10 (3 students x 10 months each = 30)
D BERLIN02	TR ISTANBU07			1 st – BA 2 nd – MA 3 rd – Doc	

ST – STAFF MOBILITY

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 [total number of days of teaching periods or average duration *]	
TR ISTANBU07	D BERLIN02	0721	Food Engineering and/or Food processing (Food Science and Technology / Food Biotechnology)	2*5=10 days	To be defined
D BERLIN02	TR ISTANBU07			1 x 3 - 5 days	To be defined
TR ISTANBU07	D BERLIN02	071	Engineering and engineering trades	2*5=10 days	To be defined
D BERLIN02	TR ISTANBU07			1 x 3 - 5 days	To be defined

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	Turkish	B1	B2
D BERLIN02		German		Proficiency in German at least on level A2 of CEFR	Proficiency in German at least on level A2 of CEFR

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

D BERLIN02 : No special requirements

Students and Staff with Disabilities

Technische Universität Berlin has the infrastructure to welcome students and staff with disabilities. For more information, please see:

<http://www.behindertenberatung.tu-berlin.de/menue/home/>

<http://www.behindertenberatung.tu-berlin.de/menue/studium/>

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 15th May-15th July	Online Application Period 15th October-15th December
D BERLIN02	June 1st For the Winter term	December 1st For the Summer term

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

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>

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]*

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 BERLIN02

see INFORMATION SHEET ERASMUS+

http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/

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 BERLIN02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	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 www.betreuung-int-stud.tu-berlin.de

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 BERLIN02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/




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 BERLIN02	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/	see INFORMATION SHEET ERASMUS+ http://www.auslandsamt.tu-berlin.de/international-office/ueber_uns/parameter/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	02 FEB 2016	 
D BERLIN02	Dr. Carola Beckmeier Institutional Erasmus Coordinator	12. JAN. 2016	 Technische Universität Berlin Abt. I - Studierendenservice International Office GeschZ.: ID 11 Straße des 17. Juni 135 · 10623 Berlin

² Scanned signatures are accepted



INFORMATION SHEET ERASMUS +

Name of Institution	Technische Universität Berlin	
ERASMUS+ Institution Code	D BERLIN02	
Principal's Name	Professor Dr. Christian Thomsen	
Homepage	www.tu-berlin.de	
INSTITUTIONAL CONTACT DETAILS		
Address (postal)	Technische Universität Berlin Akademisches Auslandsamt Straße des 17. Juni 135 D-10623 Berlin (Germany)	
Telephone switchboard	+49-30-314-24694	
Fax	+49-30-314-24067	
Email	auslandsamt@tu-berlin.de	
Homepage	www.tu-berlin.de/international-office www.auslandsamt.tu-berlin.de	
ERASMUS+ Institutional Coordinator	<u>Dr. Carola Beckmeier</u> Head International Office Phone: +49-30-314-24799 Email: carola.beckmeier@tu-berlin.de	
Contact Person - Bilateral Agreements Outgoing Erasmus+ students	<u>Janina Horoba</u> International Office - ID 11 - Phone: +49-30-314-24695 Email: janina.horoba@tu-berlin.de	
Contact Person - Financial Administration Outgoing Erasmus+ students Transcript of Records for Outgoing	<u>Nicole Schimko</u> International Office - ID 01 - Phone: +49-30-314-24694 Email: nicole.schimko@tu-berlin.de	
Contact Person - Incoming Erasmus+ students Transcript of Records for Incoming	<u>Beatrice Vinci</u> International Office - ID 12 - Phone: +49-30-314-24696 Fax: +49-30-314-28644 Email: exchange.programmes@tu-berlin.de	
FAQ	www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/faq_internationaler_austauschstudenten/	
Academic calendar	Winter Semester : October, 1 - March, 31 Lecture Period: From October, 14 to February, 15 Christmas Break: from December, 23 to January, 4	Summer Semester : April 1 - September 30 Lecture Period: from April, 14 to July, 19 Public Holidays: May 1, Ascension Day and Pentecost



Orientation Session	Winter term: "Early Bird" session: 1 st Week September Mandatory introduction session: 1 st Week October Summer term: "Early Bird" session: 1 st Week March Mandatory introduction session: 1 st Week April
Examination Period(s)	Winter term: End of February/ Beginning of March Summer term: End of July-September
Application deadline(s) for admission	<u>June 1st</u> for the Winter term - <u>December 1st</u> for the Summer term Please note: TU Berlin is not accepting free moving Students.
Course registration	Variable (depending on the department). Students register upon arrival.
Application forms	<u>Our</u> application forms are supposed to be filled in by computer and to be sent in a printed version to our office. After students are officially nominated they will receive an email, concerning the necessary information on the application procedure.
Website of the International Office	International Office: http://www.auslandsamt.tu-berlin.de/international-office/betreuung_internationaler_austauschstudierender/parameter/en/ FAQ: TU Berlin Website: quick access 7857
Study Courses open to exchange students	However, there are restrictions on courses of the Faculty of Architecture and Landscape Planning.
Course Catalogue and Course Language	Most of the courses (90%) are being taught in German, but we also offer a growing number of courses being held in English. However, the course selection varies from semester to semester. Online course catalogue (in German): http://www.tu-berlin.de/lsf/ English courses: TU Berlin Website: quick access 8254 The final course list for the semester is usually online in late February/March (summer semester) and August/September (winter semester).
Short explanation: how to read our study guides	Bachelor programmes: BA/BSc Master's programmes: MA/MSc SWS - Semester Weekly Hours (1 SWS equals approx. 1,5 ECTS) WS - Winter Semester SS - Summer Semester VL - Lecture UE - Exercise SE - Seminar
Explanation grading system	1,0 - 1,5 - ECTS grade A (excellent) 1,6 - 2,0 - ECTS grade B (good) 2,1 - 3,0 - ECTS grade C (good/satisfactory) 3,1 - 3,5 - ECTS grade D (satisfactory) 3,6 - 4,0 - ECTS grade E (sufficient) 4,1 - 5,0 - ECTS grade F (failed)



ECTS available	Yes, though sometime converted from SWS (Semester Weekly hours) or LP (effort points).
Language requirements	<u>Proficiency in German at least on level A2 of CEFR</u>
Language certificate required	We require an official language certificate for German.
Preparatory language courses for incoming students	<p>Pre-semester German intensive language courses at ZEMS (Zentraleinrichtung Moderne Sprachen, Hardenbergstr 16-18, 10623 Berlin) - from level B1 and higher - <u>admission through a test</u>. They are usually taking place 5 weeks before the semester starts. In Summer Semester 2014: 5 March until 29 March 2014. The course fee is about 200 Euro.</p> <p>ZEMS-Website: www.zems.tu-berlin.de</p>
Housing assistance	The International Office can only offer a very restricted number of rooms in dormitories. More information will be provided after the acceptance.
Living Expenses estimated per month	<p>Housing: Between 180-350 Euro</p> <p>Food and Drink: Around 200 Euro</p> <p>Books: 30 Euro (depending on the field of study)</p> <p>Public transportation: approximately 235 Euro ("Semesterticket") for the entire semester</p> <p>Please note that these figures can merely represent a rough estimate. A lot depends on your personal lifestyle.</p>
Health insurance/other insurances	<p><u>Health Insurance</u></p> <p>Students with a valid European Health Insurance Card (EHIC) do not need an extra insurance. Those without will need to either be registered with a German health insurance company or need to check if their own private insurance is sufficient upon arrival in Berlin.</p> <p><u>Third Party Liability Insurance</u></p> <p>It is the responsibility of the student to take out insurance (from home) for your personal belongings, accidents and third party liability while studying in Germany. TU Berlin does not cover any losses that may occur.</p>
Additional fees to pay	If staying in a dormitory, students are required to pay a deposit of one and half months' rent.
Student jobs available/allowed	It is difficult to find a student job in Berlin and foreign students cannot base their economy on the chance of getting a job.
VISA	<p>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</p> <p>www.betreuung-int-stud.tu-berlin.de</p>

