



# 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<br>(and department, where relevant)                  | Erasmus code | Contact details (email, phone)                                                                                                                                                     | Website<br>(eg. of the course catalogue)                                          |
|------------------------------------------------------------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>YILDIZ TECHNICAL UNIVERSITY</b><br><b>DEPARTMENT OF CIVIL ENGINEERING</b> | TR ISTANBU07 | <b><u>Institutional:</u></b><br>Prof. Dr. Ali Rıza BÜYÜKUSLU<br>(Coordinator)<br>Tel: +90 212 383 5650<br>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><u>Departmental:</u></b><br>Assist. Prof. Dr. Rıza Secer Orkun KESKİN<br>Tel: +90 212 383 5219<br>E-mail: <a href="mailto:okeskin@yildiz.edu.tr">okeskin@yildiz.edu.tr</a>      |                                                                                   |
| <b>TECHNISCHE UNIVERSITÄT BRAUNSCHWEIG</b>                                   | D BRAUNSC01  | Institutional Coordinator:<br>Björn Mehlhorn<br>International Office, Bültenweg<br>74/75, 38106 Braunschweig                                                                       | <a href="http://www.tu-braunschweig.de">http://www.tu-braunschweig.de</a>         |

|                                           |  |                                                                                                            |  |
|-------------------------------------------|--|------------------------------------------------------------------------------------------------------------|--|
| (BRAUNSCHWEIG<br>TECHNICAL<br>UNIVERSITY) |  | T: +49 531 391 4373<br>F: +49 531 391 4332<br><a href="mailto:b.mehlhorn@tu-bs.de">b.mehlhorn@tu-bs.de</a> |  |
|                                           |  |                                                                                                            |  |

## 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<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>[ISCED] | Subject<br>area<br>name              | Study<br>cycle<br>[short<br>cycle,<br>1 <sup>st</sup> ,<br>2 <sup>nd</sup> or<br>3 <sup>rd</sup> ] | Number of student<br>mobility periods                                                                                       |                                         |
|------------------------------------------------------------|------------------------------------------------------------|------------------------------------|--------------------------------------|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
|                                                            |                                                            |                                    |                                      |                                                                                                    | Student<br>Mobility for<br>Studies<br><br>[total number<br>of months of<br>the study<br>periods or<br>average<br>duration*] | Student<br>Mobility for<br>Traineeships |
| TR ISTANBU07                                               | D BRAUNSC01                                                | 0732                               | Building and<br>Civil<br>Engineering | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>                                             | 3x10=30                                                                                                                     | Only by individual<br>agreement         |
| D BRAUNSC01                                                | TR ISTANBU07                                               | 0732                               | Building and<br>Civil<br>Engineering | 1 <sup>st</sup> , 2 <sup>nd</sup> ,<br>3 <sup>rd</sup>                                             | 3x10=30                                                                                                                     | Only by individual<br>agreement         |

| 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>[ISCED] | Subject<br>area<br>name              | Number of staff mobility<br>periods                                                                         |                                 |
|------------------------------------------------------------|------------------------------------------------------------|------------------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------|
|                                                            |                                                            |                                    |                                      | Staff Mobility for<br>Teaching<br><br>[total number of days<br>of teaching periods or<br>average duration*] | Staff Mobility<br>for Training  |
| TR ISTANBU07                                               | D BRAUNSC01                                                | 0732                               | Building and<br>Civil<br>Engineering | 1 teacher/1 week                                                                                            | Only by individual<br>agreement |
| D BRAUNSC01                                                | TR ISTANBU07                                               | 0732                               | Building and<br>Civil<br>Engineering | 1 teacher/1 week                                                                                            | Only by individual<br>agreement |



### 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<br>1 | Language of instruction<br>2 | Recommended language of instruction level <sup>1</sup>          |                                                                |
|-----------------------------------------|---------------------------|------------------------------|------------------------------|-----------------------------------------------------------------|----------------------------------------------------------------|
|                                         |                           |                              |                              | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| TR ISTANBU07                            |                           | English                      |                              | B1                                                              | B2                                                             |
| D BRAUNSC01                             |                           | German                       | English                      | B1 German or English                                            | B1 German or English                                           |

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:** Exchange students are required to complete the online application (<http://www.ytuerasmus.yildiz.edu.tr>) by the deadlines and electronically attach the following documents: Application Form, Learning Agreement and Dormitory Application Form (if necessary).

The physical infrastructure and the living conditions at the Yildiz Technical University are aimed at providing a welcoming environment for the disabled students and staff members.

<http://www.bologna.yildiz.edu.tr/Index.php?r=infoforstudents/forspecialneeds>

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]                                                 | Spring term*<br>[month]                                                         |
|-----------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| TR ISTANBU07                            | 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 |

<sup>1</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>

|                       |                       |                 |
|-----------------------|-----------------------|-----------------|
| D BRAUNSC01           |                       |                 |
| Application deadline: | June, 1 <sup>st</sup> | 1 December      |
| Decision response:    | End of June           | End of 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]*
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.vildiz.edu.tr/index.php?r=institution/grading>

#### D BRAUNSC01:

| Grade     | Definition                                                         |
|-----------|--------------------------------------------------------------------|
| 1,0 – 1,3 | VERY GOOD: outstanding performance                                 |
| 1,7 – 2,3 | GOOD: above the average standard but with some errors              |
| 2,7 – 3,3 | SATISFACTORY: generalny sound work with a number of notable errors |
| 3,7 – 4,0 | SUFFICIENT: performance meets the minimum criteria                 |

### 2. Visa and Residence Permit

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<br>[Erasmus<br>code] | Contact details<br>(email, phone)                                                                                                  | Website for information                                                                                                                                                                   |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR<br>ISTANBUO<br>7              | International Office-<br>mail:<br><a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a><br>Tel.: +90 212 383<br>20 69 | <a href="http://www.goc.gov.tr/main/Eng_3">http://www.goc.gov.tr/main/Eng_3</a><br><a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>                                |
| D<br>BRAUNSC0<br>1               | Anne Kaiser:<br><a href="mailto:exchange@tu-brunschweig.de">exchange@tu-brunschweig.de</a><br>T: +49 531 391 4375                  | <a href="http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</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:

| Institution<br>[Erasmus code] | Contact details<br>(email, phone)                                                                                           | Website for information                                                                                                                                                                                              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR ISTANBUO7                  | International Office-mail:<br><a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a><br>Tel.: +90 212 383 20 69 | <a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a><br><a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a> |
| D BRAUNSC01                   | Anne Kaiser: <a href="mailto:exchange@tu-brunschweig.de">exchange@tu-brunschweig.de</a><br>T: +49 531 391 4375              | <a href="http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</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                                                                                                                                                                   |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR ISTANBU07                  | International Office-mail:<br><a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a><br>Tel.: +90 212 383 20 69 | <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>                       |
| D BRAUNSC01                   | Anne Kaiser: <a href="mailto:exchange@tu-braunschweig.de">exchange@tu-braunschweig.de</a><br>T: +49 531 391 4375            | <a href="http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">http://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</a> |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

| Institution<br>[Erasmus code] | Name, function                                      | Date       | Signature <sup>2</sup>                                                                                                                                               |
|-------------------------------|-----------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR ISTANBU07                  | Prof. Dr. Ali Rıza BÜYÜKUSLU<br>Coordinator         | 21.12.2017 | <br>YILDIZ TECHNICAL UNIVERSITY<br>since 1911<br>OFFICE                         |
| D BRAUNSC01                   | Björn Mehlhorn<br>ERASMUS Institutional Coordinator | 21.11.2017 | <br>Technische Universität<br>Braunschweig<br>Die Präsidentin<br>Intern. Office |

<sup>2</sup>Scanned signatures are accepted