



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021 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 ² (email, phone)	Website (eg. of the course catalogue)
Yildiz Teknik Üniversitesi	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Departmental Coordinator: Assis. Prof. Dr. Emel Akyol Tel.: +90 212 383 4763 Email: gakyol@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
Münster University of Applied Sciences	D MUNSTER02	Institutional: Miriam Sterz International Office, Hüfferstr. 27, 48149 Münster, Germany Tel: +49 251 83-64109, fax: +49 251 83-64104, email: sterz@fh-muenster.de	
Faculty of Chemical Engineering		Contact Person at Faculty : Prof.Dr.Thomas Jüstel and Dr. Julian Plewa Tel. : +49.2551 9 62205 or 2551 9-62412 Email : tj@fh-muenster.de / plewa@fh-muenster.de	http://www.fh-muenster.de/internationaloffice https://en.fh-muenster.de/fb1

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ per 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	0711	Chemical engineering and processes	1 st , 2 nd , 3 rd	2 students (max. 12 months each)
		-	-	-	-
D MUNSTER02	TR ISTANBU07	0711	Chemical engineering and processes	1 st , 2 nd , 3 rd	2 students (max. 12 months each)
		-	-	-	-

[*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 [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 MUNSTER02	0711	Chemical engineering and processes	2 mobility periods (average duration: 5 days each)	-
		-	-	-	-

³ 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>)

D MUNSTER02	TR ISTANBU07	0711	Chemical engineering and processes	2 mobility periods (average duration: 5 days each)	-
		-	-	-	-

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	0711	English		B1	B2
D MUNSTER02	0711	1 st cycle German	2 nd and 3 rd cycle (mostly 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

TR ISTANBU07:

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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

E. Calendar

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

⁴ 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>

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

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

*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

- The receiving institution will send its decision within 8 weeks, provided the documents are complete.
- 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]*
- Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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.spk.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
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TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=inf_oforstudents/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 ⁵
TR ISTANBU07	Assoc. Prof. Dr. Bayram Ali ERSOY, Institutional Coordinator	19 DEC 2013	 
D MUNSTER02	Prof. Dr. rer. nat. Thomas Jüstel, Dean of the faculty	09. Jan. 2014	 

⁵ Scanned signatures are accepted