




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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Yildiz Technical University	TR ISTANBU07	Institutional: 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/
		Departmental: Assist. Prof. Dr. Ahmet Celik (<i>Department Coordinator: Agreement Promoter</i>) Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2906 E-mail: ahmetcelik6141@gmail.com 	

Yıldız Technical University	TR ISTANBU07	<p>Research Assistant. Dr. Binnur Sagbas (<i>Department Coordinator: Contact Person for incoming students, outgoing students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2806 E-mail: bzeybek@yildiz.edu.tr</p> <p>Research Assistant. Dr. Orkun Ozener (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2900 E-mail: oozener@yildiz.edu.tr</p> <p>Research Assistant Asli Gunay (<i>Department Coordinator: Contact Person for incoming students and incoming staffs</i>) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2959 E-mail: gunay@yildiz.edu.tr</p>	
Fachhochschule Düsseldorf-University of Applied Sciences	D DUSSELD03	<p>Institutional: Dr. Monika Katz (Ms.) Head of International Office ERASMUS Institutional Coordinator Georg-Glock-Str. 3 40474 Düsseldorf/Germany E-Mail: monika.katz@fh-duesseldorf.de Phone: +49 211 4351 9313</p> <p>Departmental: Prof. Dr. Alicemal Benim Faculty of Mechanical and Process Engineering Tel.: +49 211 4351 409 Email: alicemal.benim@fh-duesseldorf.de</p>	<p>www.fh-duesseldorf.de/internationaloffice</p> <p>http://english.fh-duesseldorf.de/d_prospektivestudents/info_2exchange</p> <p>http://mv.fh-duesseldorf.de/allgStuInfo</p> <p>For English taught courses please contact the International Office</p>

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 [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
TR ISTANBU07	D DUSSELD03	0715	Mechanics and metals trades (mechanical engineering)	1st, 2nd, 3rd	3 students x 10 months = 30	-
D DUSSELD03	TR ISTANBU07	0715	Mechanics and metals trades (mechanical engineering)	1st, 2nd, 3rd	3 students x 10 months = 30	-

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
TR ISTANBU07	D DUSSELD03	0715	Mechanics and metals trades (mechanical engineering)	1*8 hours	Tbd
D DUSSELD03	TR ISTANBU07	0715	Mechanics and metals trades (mechanical engineering)	1*8 hours	Tbd

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		B1	B2
D DUSSELD03	0713/0714	German	English	B1 (either German or English) When attending English taught classes, German language skills are not required B2 in English when working on a final project. In this case, German language proficiency not required.	B2 (either 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: <http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

D DUSSELD03 offers various facilities for students and staff with special needs: http://www.fh-duesseldorf.de/d_org/f_intv/f_fambuero

http://www.fh-duesseldorf.de/d_org/f_intv/e_abs;

http://www.fh-duesseldorf.de/a_fh/c_studium/d_beratung_und_kontakt/psychosoziale_studienberatung.

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>

The Career Service offers support for ERASMUS exchange students applying for internships:
http://www.fh-duesseldorf.de/a_fh/c_studium/d_beratung_und_kontakt/career_service.

The Center for further education offers various trainings in order to improve social skills: http://www.fh-duesseldorf.de/n_zwek.

The IO will help to get in touch with the representatives of the above mentioned offices and support your stay.

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 15 th May-15 th July	Online Application Period 15 th October-15 th December
D DUSSELD03	15 th July 31 st May, if accommodation in the residence hall is required	15 th January 15 th May, if accommodation in the residence hall is required

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 [6] 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

This agreement will come into effect for the whole period of the ERASMUS+-Programme until 2020, unless one of the institutions informs the other in writing, six months before the start of the academic year, of their intention to withdraw.

The partners in the agreement will consult each other as often as necessary, at least once a year, in order to evaluate their cooperation. Any alteration to the present agreement of cooperation must be consented to by authorized bodies of both institutions.

Details of this agreement may be altered as a result of the experience acquired by both institutions and developments in their respective course programs.

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 DUSSELD03:

German grade	German definition	ECTS-Grades	ECTS-Definition
1.0 to 1.5	hervorragend	A	Excellent
1.6 to 2.0	Sehr gut	B	Very good
2.1 to 3.0	gut	C	good
3.1 to 3.5	befriedigend	D	satisfactory
3.6 to 4.0	ausreichend	E	sufficient
4.1 to 6.0	Nicht bestanden	F	fail

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 DUSSELD03	Mr Jörg Bukowski Student Exchange Coordinator Phone: +49 211 4351 680 E-mail: joerg.bukowski@fh-duesseldorf.de	www.fh-duesseldorf.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.sgk.gov.tr/wps/portal/en?CSR.T=15758577449206964749
D DUSSELD03	Mr Jörg Bukowski Student Exchange Coordinator Phone: +49 211 4351 680 E-mail: joerg.bukowski@fh-duesseldorf.de	www.fh-duesseldorf.de/internationaloffice


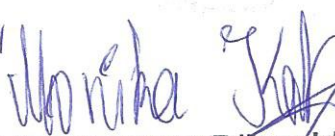
4. Housing

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
D DUSSELD03	Mr Jörg Bukowski Student Exchange Coordinator Phone: +49 211 4351 680 E-mail: joerg.bukowski@fh-duesseldorf.de	www.fh-duesseldorf.de/internationaloffice

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	27.01.2014	 YILDIZ TECHNICAL UNIVERSITY since 1911
D DUSSELD03	Dr. Monika Katz Head of International Office, ERASMUS Institutional Coordinator	26.02.2014	

Fachhochschule Düsseldorf
Dezernat Studium und Lehre
International Office
Georg-Glock-Str. 3
40474 Düsseldorf
www.fh-duesseldorf.de

² Scanned signatures are accepted