



Erasmus+ Programme

Inter-institutional agreement 2014/15 - 2020/21



Between	Technische Universität München
Institutional coordinator	Erasmus Code: D MUNCHEN02 - ECHE Nr 28692
Administrative contact	Sabine Viererbl, Institutional Erasmus Coordinator Valérie Lechevallier International Center Arcisstr. 21, Room 0176, 80333 München Phone: +49 89 289 22582, Fax: +49 89 289 25458 Email: lechevallier@zv.tum.de
and	Yildiz Technical University
Institutional coordinator	Erasmus Code: TR ISTANBU07 - ECHE Nr 222221
Administrative contact	Assoc. Prof Bayram Ali Ersoy Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr

The institutions named above 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.

Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators
					D MUNCHEN02 / TR ISTANBU07
Engineering and engineering trades (broad programmes) (520)	FS	DE > TR	3	30	Dipl.-Geogr. Saskia Ammon / Assist. Prof. Dr. Ahmet Celik
Engineering and engineering trades (broad programmes) (520)	FS	TR > DE	3	30	Dipl.-Geogr. Saskia Ammon / Assist. Prof. Dr. Ahmet Celik

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - D MUNCHEN02	Departmental coordinator - TR ISTANBU07
520	X			Dipl.-Geogr. Saskia Ammon Studienbüro Maschinenwesen Boltzmannstr. 15, 85747 Garching Phone: +49 89 289 15013, Fax: +49 89 289 15015 Email: ammon@mw.tum.de	Assist. Prof. Dr. Ahmet Celik (Agreement Promoter) Yildiz Technical University Mechanical Engineering Department Besiktas/Istanbul Tel: +90 212 383 2906 E-mail: ahmetcelik6141@gmail.com

Further requirements and information about this agreement are included in two "Institutional data sheets", one for each of the institutions. These two documents are enclosed as two annexes and are an integral and necessary part of this Agreement. Both institutions agree to send an update of these Institutional fact sheets to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Technische Universität München

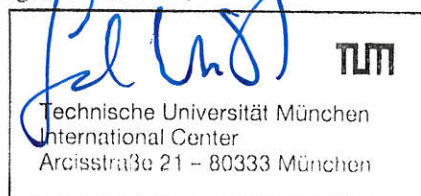
Yildiz Technical University

Name and position of the official representative:

Sabine Viererbl
Erasmus Inst. Coordinator

Date: 10.3.2014

Signature and stamp:



Name and position of the official representative:

Assoc.Prof.Dr. Bayram Ali Ersoy
Institutional Erasmus Coordinator

Date: 6.3.2014

Signature and stamp:



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1 Institutional Information

1.1 Institutional details

Name of the institution	Technische Universitaet Muenchen
Erasmus Code	D MUNCHEN02
EUC	28692-IC-1-2007-1-DE-ERASMUS-EUCX-1
Institution website	http://www.tum.de/
Online course catalogue	https://campus.tum.de/tumonline/webnav.ini To access the course catalogue, please select « courses » in the search bar.

1.2 Main contacts

Contact person	Simone Froehlich
Responsibility	Coordinator Erasmus Student Mobility for Traineeships and Staff Mobility - Outgoing
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : froehlichs@zv.tum.de Tel. : +49 89 289 25415

Contact person	Sabine Viererbl
Responsibility	Coordinator Erasmus Student Mobility for Studies - Outgoing
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : viererbl@zv.tum.de Tel. : +49 89 289 25433

Contact person	Petra Ritter
Responsibility	Coordinator Welcome Office - Incoming
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : ritter@zv.tum.de Tel. : +49 89 289 25012

2 Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Architecture	German and/or English	B1
Student Mobility for Studies	Civil, Geo and Environmental Engineering	German and/ or English	B1
Student Mobility for Studies	Chemistry	German	B1

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Electrical Engineering and Information Technology	German and/ or English	B1
Student Mobility for Studies	Informatics	German and/ or English	B1
Student Mobility for Studies	Mathematics	German and/ or English	B1
Student Mobility for Studies	Mechanical Engineering	German	B1
Student Mobility for Studies	Medicine	German	B1
Student Mobility for Studies	Physics	German and/ or English	B1
Student Mobility for Studies	Sport and Health Sciences	German	B2
Student Mobility for Studies	TUM School of Education	German and/ or English	B2
Student Mobility for Studies	TUM School of Management	German and/ or English	B2
Student Mobility for Studies	Center of Life and Food Sciences Weihenstephan	German and/ or English	B2

Recommended language of instruction level for Staff Mobility for Teaching: B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. For more details on the language of instruction recommendations, please refer to our international student advisers (<http://www.international.tum.de/en/contact/international-student-advisers/>).

3 Additional requirements

E-Nomination & necessary application documents

The partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via the web-based platform “moveonnet” (= eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the completed application documents to TUM. Applications from students sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents, see: www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/erasmus/

4 Calendar

4.1 Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	31.05.
Spring term	31.10.

Semester Data:

Winter (autumn) term: October – March, Summer (spring) term: April – September (Specific semester dates: <http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/>)

4.2 Decision Response

We will send our decision from July/December (for coming winter term/summer term) on.

4.3 Transcripts of Records

Students should contact their international student advisers (<http://www.international.tum.de/en/contact/international-student-advisers/>).

Further information:

<http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/transcript-of-records-and-other-confirmations/>

4.4 Termination of Agreement

A notice of at least one academic year should be given. This means that 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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

5 Additional information

5.1 TUM welcomes students and staff with disabilities.

Learn more at: <http://www.tum.de/en/studies/advising/barrier-free-education/>

5.2 Grading system

D MUNCHEN02: According to § 17 of our “General Academic and Examination Regulations for Bachelor’s and Master’s Programs (APSO)” at Technische Universität München, please find attached the description of the institutional grading system.

Description of the institutional grading system

The subject grade is the average of the individual examination grades in that subject and is expressed according to the following scale:

1,0	to	1,5	“very good”
1,6	to	2,5	“good”
2,6	to	3,5	“satisfactory”
3,6	to	4,0	“sufficient”
4,1	to	5,0	“fail”

5.3 Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact person:

Contact person	Petra Ritter
Responsibility	Coordinator Welcome Office and Visa counselor
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : ritter@zv.tum.de Tel. : +49 89 289 25012
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/

5.4 Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education (http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm) We will inform incoming students/staff of cases in which insurance cover is not automatically provided (eg. public liability insurance). Information and assistance for the compulsory health insurance is provided on the website:

Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511
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5.5 Housing

The TUM does not own any accommodation and search will be difficult, but our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

The application for the Erasmus program at TUM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation:

Information and assistance can be provided by the following persons and information sources:

Contact details	incoming_help@zv.tum.de
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/exchange-students/

5.6 Orientation Program

TUMi provides an orientation program designed to help students find their way in Munich. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term) and is divided into about instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich:

Contact person	Dominik Beisser
Responsibility	Coordinator TUMi
Contact details	International Center, Arcisstr. 21, 80333 Munich E-Mail : tumi-koordination@zv.tum.de Tel. : +49 89 289 25477
Website	http://www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/orientation-weeks/



International Office

Partner Information Form

For Prospective Erasmus Incoming Students

Address	Technische Universität München Arcisstraße 21 80333 München Germany
Head of Institution	Professor Dr. Dr. h.c. mult. Wolfgang A. Herrmann
Internet address	http://www.tum.de
Erasmus code	D MUNCHEN02

Application Deadline

Deadline for Applications	Winter term (or for an entire year at TUM): 31 st of May Summer term: 31 st of October
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Application Procedure

e-Nomination & necessary application documents

The partner university selects students according to performance, commitment and language skills (!) and nominates them for the exchange semester stay via the web-based platform "moveonnet" (= eNomination). After an acknowledgement-email from TUM, the International Office of the home university sends the application documents to TUM. Applications sent directly to the TUM International Office will not be accepted. Nominated Students should submit in the following documents:

- 1) Online application printed and signed by applicant and in addition bearing stamp and signature of the International Office of the home university
- 2) One page letter of Motivation stating the reasons for applying at TUM
- 3) Curriculum Vitae
- 4) Study Program (signed and stamped by the departmental coordinator)
- 5) Transcript of records (all grades you have attained at home university so far, signed and stamped by the university)
- 6) Document including the courses students are attending at the moment in their current semester (and so are still not listened in the transcript).
- 7) Passport Photo (original, no scanned or copied photo)
- 8) language certificate (can be issued by home institution)

Course Registration and Academic Information

Semester Dates	<p>Winter term: October-March</p> <p>Summer term: April-September</p> <p>For specific dates please look under: http://www.tum.de/en/studies/application-and-acceptance/dates-and-deadlines/</p>
List of Departments	http://www.tum.de/en/about-tum/faculties/
Course Catalogue and Descriptions	<p>https://campus.tum.de/tumonline/webnav.ini</p> <p>To access the course catalogue, please select « courses » in the search bar.</p>
Language Proficiency	Applicants should have sufficient command of German (at least B2) to be able to follow lectures without difficulty (see “e-Nomination & necessary application documents”).
Language of Instruction	Most of the classes are held in German.
Language Courses	<p>TUM offers German language courses for international students. Intensive courses are offered in the two weeks immediate before the start of lectures.</p> <p>For details please look at: www.sprachenzentrum.tum.de/en/home-language-center/</p>
Semester Workload	15-20 ETCS credits suggested
Academic Transcripts	All students should contact their TUM department.

Accommodation

Accommodation	The application for the Erasmus program at TUM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation:
Further Information	www.international.tum.de/en/welcome-to-tum/international-exchange-students/accommodation/tips/

Orientation Programme

Orientation Program	TUMi provides an orientation program designed to help students find their way in Munich. The program takes place the first two weeks of October (winter term) and the first two weeks of April (summer term) and is divided into about instructional units that are designed to not only help you get through the paper work upon arrival, but also acquaint you with the cultural possibilities in and around Munich:
Further Information	www.international.tum.de/en/welcome-to-tum/international-exchange-students/tuminternational/#c2356

Estimated Costs of Living

Private Dorms / Apartments	€ 350 – € 600
Food/meals	€ 200 - € 300 per month
Expenses for lecture materials	Approx. € 20 per month
Public transportation	Solidarity fee 59€ /per semester (compulsory) & Semester Ticket 141€ / per semester (optional)
Personal expenses: (telephone, clothes, leisure time, etc.)	€ 150 per month (according to individual needs)
Health Insurance	€ 76 - € 78 per month (not for students with an EHIC-card)
Administrative fee	€ 52 per semester
Further Information	www.international.tum.de/en/welcome-to-tum/international-exchange-students/cost-of-living/

Visa Requirements/Residence Permit Application

Entry Regulations	<p>Applicants from EU/EFTA nations as well as some other nations do not need a visa to study in Germany.</p> <p>All applicants from Non-EU nations need a visa to study in Germany. In order to get a visa, you must apply for one at the embassy or consulate of the Federal Republic of Germany in your home country. You must apply for your visa at least 2 months ahead of time. Please do not travel to Germany on a tourist visa, since it cannot be changed to a student visa. Students that are in Germany on a tourist visa are not entitled to study there. Students from Switzerland who are allowed to enter Germany without a visa have to fill out a residence permit application, which can be obtained at the local Foreigner's Registration Authority.</p>
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Further Information: www.international.tum.de/en/welcome-to-tum/international-exchange-students/entry-regulations/#c1459

Health Insurance

Are students required to purchase health insurance?	<p>Yes, in Germany health insurance is mandatory. One cannot register at TUM without proof of a German national insurance. Students originating from countries in the European Union (EU/EFTA) nations must obtain the International Health Insurance Certification (former E111 or E128) or EHIC-Card from their insurer in their home country and present it to a German national insurer to receive the demanded proof. Students originating from countries outside the EU must also present a certificate entitling them to German health insurance coverage. Students who are not insured in their home countries, obtain German insurance through a German national health insurer of their choice. Full coverage for students is around € 76-78 monthly.</p>
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Further Information www.international.tum.de/en/welcome-to-tum/international-exchange-students/health-insurance/#c1511

Banking

Must I open a bank account while studying in Munich?	It is highly advisable to open a bank account in Germany. German banks offer accounts free of charge for students. Debit cards from German banks are accepted throughout Europe.
What are acceptable credit cards in Munich?	In Munich all major credit cards are accepted. However, not all stores take credit cards; in some shops you are obligated to pay cash. In smaller cities and towns outside of Munich credit cards are not widely accepted.

Contact Details

International Office Head Dr. Ana Santos-Kühn
Phone +49.89.289.22393
Fax +49.89.289.25474
santos-kuehn@zv.tum.de

Coordinators for Incoming Students Petra Ritter & Dörte Ptassek
Phone +49.89.289.25017
Fax +49.89.289.25474
incoming@zv.tum.de

Institutional Erasmus Coordinator (outgoings, Bilateral Agreements) Sabine Viererbl
Phone +49.89.289.22582
Fax +49.89.289. 25474
viererbl@zv.tum.de

Institutional Erasmus Coordinator (Internship, Staff Mobility) Simone Froehlich
Phone +49.89.289 22582
Fax +49.89.289.22735
froehlichs@zv.tum.de

Website for incoming students www.international.tum.de/en/welcome-to-tum/international-exchange-students/exchange-students/

TUM Departments: <http://www.tum.de/en/about-tum/faculties/>

Institutional Coordinators / Departmental Coordinators:

TUM Department	Depart. Coordinator	Phone number (☎)	Email (✉)
Architecture	Yolande Hoogendoorn	+49 89 289-22317	hoogendoorn@tum.de
Chemistry	Prof. Dr. Fritz E. Kühn Contact: Dr. Julia Hauk	/	julia.hauk@tum.de (from April 2013)
Civil Engineering and Surveying	Nadin Klomke	+49 89 289-22427	n.klomke@bv.tum.de
Electrical Engineering and Information Technology	Prof. Dr. Eckehard Steinbach contact Heike Roth	+49 89 289-28235	abroad@lkn.ei.tum.de
Informatics	Dr. Angelika Reiser Contact: Martina v. Imhoff	+49 89 289-17284	imhoff@in.tum.de
Mathematics	Carola Jumpertz	+49 89 289-17552	jumpertz@ma.tum.de
Mechanical Engineering	Saskia Ammon	+49 89 289-15013	ammon@mw.tum.de
Medicine	Ulrike von Wolfersdorff	+49 89 4140-6305	wolfersdorff@tum.de
Physics	Dr. Maria Eckholt	+49 89 289-14461	sokrates@ph.tum.de
Sport Science	Gabi Fried	+49 89 289-24625	gabi.fried@tum.de
TUM School of Education	Prof. Dr. phil. Doris Lewalter	+49 89 289-24370	doris.lewalter@tum.de
TUM School of Management	Ute Helfers	+49 89 289-25083	ute.helfers@wi.tum.de

Center of Life and Food Sciences Weihenstephan:

Agricultural and Horticultural Sciences	Dr. Markus Gandorfer	+49 8161 71-3567	markus.gandorfer@wzw.tum.de
Biosciences	Prof. Dr. Roland Gerstmeier	+49 8161 71-3769	r.gerstmeier@tum.de
Brewing and Food Technology	Dr. rer.nat. Ludwig M. Niessen	+49 8161 71-5496	ludwig.niessen@wzw.tum.de
Forest Science and Resource Management	Dr. Martin Döllerer	+49 8161 71-4656	doellerer@wzw.tum.de
Horticultural Science	Sybille Michaelis	+49 8161 71 3233	hortsci@wzw.tum.de
Landscape Architecture and Landscape Planning	Andreas Printz	+49 8161 71-4147	aprintz@wzw.tum.de
Nutrition	Isabelle Dörr	+49 8161 71-3336	Isabelle.doerr@tum.de