



Erasmus+ Programme

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

**Inter-institutional agreement 2022/23-2027/28
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 Participant Identification Code (PIC): 997203651	<p>Murat TURHAN, PhD Institutional Coordinator +90 212 383 39 40 erasmus@yildiz.edu.tr bilateralagreements@yildiz.edu.tr</p> <hr/> <p>Department: Department of Turkish Language and Literature Departmental Coordinator: Assist. Prof. Dr. Fikret YILDIRIM Tel: +90 212 383 4552 E-mail: fikretyildirim1981@gmail.com</p>	<p>www.yildiz.edu.tr www.erasmus.yildiz.edu.tr/en Course Catalogue: www.bologna.yildiz.edu.tr Department Web-site: http://www.tde.yildiz.edu.tr/en</p>
Freie Universität Berlin	Erasmus code : D Berlin 01 System used : Moveon	<p>Please find all of our information in EWP, the factsheet or here: https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html</p> <p>Gesa Heym, ERASMUS Institutional Coordinator (Teaching Staff Exchange, Staff Exchange) Gesa.Heym@fu-berlin.de; Tel.: (0049 30) 838-73443</p> <p>Nicole Schindler, ERASMUS Programme Administrator (Incomings, bilateral agreements) incoming@fu-berlin.de; Tel.: (0049 30) 838-57993</p>	

<https://outlook.office.com/mail/hotmail/448640NCT6r7ToUfINGQNDK4YIS40MNL7V7b4D7b42Y7Y7M0BG444448165354ed0a...> 26

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	Turkic Studies	Turkish	-	B1	B2
D Berlin 01	Turkic Studies	German		B1	B1

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 should be nominated by the home institution.
- Exchange students are required to complete the online application module:
<https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming students and staff with special needs.

D Berlin 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of a disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

¹For 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>

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.
- Academic Calendar

	Winter Term	Summer Term
Suggested Date of Arrival	1 October	1 April
Orientation Programme	First and second week of October	First and second week of April
Term Dates	1 October – 31 March	1 April – 30 September
Lecture Period	Mid October – mid February	Mid April – mid July
Examination Period	Mid February – mid March (varies individually)	Mid July – mid August (varies individually)
Personal Enrolment is possible starting as of	the first working day in September concurring with the office hours (Monday, Tuesday, Thursday)	the first working day in March concurring with the office hours (Monday, Tuesday, Thursday)
Individual dates for the upcoming terms can be found here: http://www.fu-berlin.de/en/studium/studienorganisation/termine/Index.html		

E. Calendar

- 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 BERLIN 01	May, 1st	November, 1st

- The receiving institution will send its decision within [4] weeks.
- 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]*
- 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 Berlin 01: Please find all of our information in EWP, the factsheet or here:

https://www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in/infos_incomingstudents/index.html

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.erasmus.yildiz.edu.tr/en
D BERLIN 01	Info-Service Iltilsstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum

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.erasmus.yildiz.edu.tr/en
D BERLIN 01	Info-Service Iltilsstr. 4 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung

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.erasmus.yildiz.edu.tr/en https://yildiz.esnturkey.org/accommodation
D BERLIN 01	Accommodation Malteserstraße 74 - 100 Building House S – Room S16 (1st floor) 12249 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Murat TURHAN, PhD Institutional Coordinator V.	13.12.21	
D Berlin 01	Nicole Schindler, Erasmus+ Programme Administrator	7.12.21	

²Scanned signatures are accepted

(Form No: FR-0547; Revizyon Tarihi: 13.01.2020; Revizyon No:05)

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