



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff among EU Member States and third countries associated to the Programme

Information on Digital Inter-Institutional Agreements

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

**Information about the higher education institutions**

Interinstitutional Agreement Partners				
Partner HEI 1	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code
	YILDIZ TECHNICAL UNIVERSITY		yildiz.edu.tr	TR ISTANBU07
Partner HEI 2	Name of the institution (and department, where relevant)		SCHAC code	Erasmus code
	UNIVERSITAET POTSDAM		uni-potsdam.de	D POTSDAM01
	Partner Contact Details			
	#	Full Name	Email	Phone
	1	Kettmann, Pia	pia.kettmann@uni-potsdam.de	
2	Minckert, Ute	ute.minckert@uni-potsdam.de		

Approvals Table			
SCHAC code	Name	Email	Date
yildiz.edu.tr			
uni-potsdam.de			

**Partner 1 Factsheet Information**

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	04/30
Spring term [day/month]	09/30
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	06/30
Spring term [day/month]	11/30

The institution will send its decision within 4 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
incoming@yildiz.edu.tr	+902123833932	https://erasmus.yildiz.edu.tr/en

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website
Other	Transcript	https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/How-to-Apply/822
Other	Copy of Passport	https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/How-to-Apply/822
Other	Learning Agreement	https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/How-to-Apply/822

Inclusion and accessibility Information
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The institution will provide support to incoming mobile participants with special needs, 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:

Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Infrastructure	Not present		https://erasmus.yildiz.edu.tr/en
Available support services for people with:	Description of infrastructure	Contact details	Website for information

Housing Information

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
incoming@yildiz.edu.tr	+902123833932	https://erasmus.yildiz.edu.tr/page/16/Accommodation/474

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
incoming@yildiz.edu.tr	+902123833932	https://erasmus.yildiz.edu.tr/page/16/Visa-and-Residence-Permit/472

Insurance Information

The institution 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:

Contact email	Contact phone	Websites for information
incoming@yildiz.edu.tr	+902123833932	https://erasmus.yildiz.edu.tr/page/16/Health-Insurance/473



Erasmus+

Inter-Institutional Agreement

Additional Information			
Information on	Contact email	Contact phone	Website for information

A Transcript of Records will be issued by the institution no later than 4 weeks after the assessment period has finished.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]



Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Calendar	
Incoming student nominations must reach the institution by:	
Autumn term [day/month]	15/04
Spring term [day/month]	15/10
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	15/06
Spring term [day/month]	15/12

The institution will send its decision within 5 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	Contact phone	Websites for information
incoming-mobility@uni-potsdam.de	+49 331 977 4257	https://www.uni-potsdam.de/en/international/incoming/students/exchange/vorbereitung/

Additional requirements Information		
Academic requirements		
ECTS completed	Subject area (ISCED)	EQF level
Requirement	Details	Website
Ms Ute Minckert	Please nominate your students via our nomination form on our website.	https://www.uni-potsdam.de/en/international/incoming/international-students/exchange/partner/nomination-form
Other document	Students need to upload: ID/ passport, photo, Transcript of Records, proof of enrollment at home institution, health insurance	

Inclusion and accessibility Information
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The institution will provide support to incoming mobile participants with special needs, 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:

Available infrastructure adjusted for people with:	Description of infrastructure	Contact details	Website for information
Available support services for people with:	Description of infrastructure	Contact details	Website for information

Housing Information

The 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 contact points and information sources:

Contact email	Contact phone	Websites for information
housing-for-incomings@uni-potsdam.de	+49 331 977 153076	https://www.uni-potsdam.de/en/international/incoming/students/wohnheimplatz-io

Visa Information

The institution 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:

Contact email	Contact phone	Websites for information
incoming-mobility@uni-potsdam.de	+49 331 977 4257	https://www.uni-potsdam.de/en/international/incoming/overview

Insurance Information

The institution 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:

Contact email	Contact phone	Websites for information
incoming-mobility@uni-potsdam.de	+49 331 977 4257	https://www.uni-potsdam.de/en/international/incoming/overview

Additional Information



Erasmus+

Inter-Institutional Agreement

Information on	Contact email	Contact phone	Website for information
Nomination	incoming-mobility@uni-potsdam.de	+49 331 977 4257	https://www.uni-potsdam.de/en/international/incoming/international-students/exchange/partner/nomination-form

A Transcript of Records will be issued by the institution no later than 5 weeks after the assessment period has finished.

[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

**Cooperation conditions**

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

Student Mobility for Studies					
1	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	uni-potsdam.de		678	2024/2025	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	yildiz.edu.tr		NO	4	36
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0533			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B1		



2	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	yildiz.edu.tr		678	2024/2025	2028/2029
	Receiving SCHAC	Receiving Department	Blended Mobility option	Number of Students	Total Months Per Year
	uni-potsdam.de		NO	4	36
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0533			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	de	B1		

Student Mobility for Traineeships

Staff Mobility for Teaching



1	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	uni-potsdam.de			2024/2025	2028/2029
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	yildiz.edu.tr			2	10.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0533			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		
2	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
	yildiz.edu.tr			2024/2025	2028/2029
	Receiving SCHAC	Receiving Department		Number of Staff	Total Days Per Year
	uni-potsdam.de			2	10.00
	Subject Areas (ISCED)				
	#	Subject Area	Subject Area Clarification		
	1	0533			
	Language Skills				
	#	Language	Language Level	Subject Area	Subject Area Clarification
	1	en	B2		
Staff Mobility for Training					