




## 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)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> ) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
		<b>Departmental:</b> Assist. Prof. Dr. Ahmet Celik ( <i>Department Coordinator: Agreement Promoter</i> ) Yıldız Technical University Mechanical Engineering Department Tel: +90 212 383 2906 E-mail: <a href="mailto:ahmetcelik6141@gmail.com">ahmetcelik6141@gmail.com</a>  	

<p><b>Yıldız Technical University</b></p>	<p>TR ISTANBU07</p>	<p><b>Departmental:</b></p> <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: <a href="mailto:bzeybek@yildiz.edu.tr">bzeybek@yildiz.edu.tr</a></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: <a href="mailto:oozener@yildiz.edu.tr">oozener@yildiz.edu.tr</a></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: <a href="mailto:gunay@yildiz.edu.tr">gunay@yildiz.edu.tr</a></p>	
<p>Technische Universität Darmstadt</p> <p>IG Internationale Beziehungen International &amp; External Affairs</p> <p><b>Karolinenplatz 5 64289 Darmstadt GERMANY</b></p>	<p>D DARMSTA01</p>	<p><b>Institutional:</b></p> <p><b>Dr. Winfried Heinzel</b> Director of International and External Affairs</p> <p><b>Sylvia Mohr-Bimmel</b> Institutional Erasmus Coordinator <a href="mailto:mohr-bimmel.sy@pvw.tu-darmstadt.de">mohr-bimmel.sy@pvw.tu-darmstadt.de</a> Tel.: +496151-16-4022 Fax: +49615116-3989</p> <p><b>Departmental:</b></p> <p>Barbara Seifert <a href="mailto:seifert@mechcenter.tu-darmstadt.de">seifert@mechcenter.tu-darmstadt.de</a> Tel. :+496151-164319</p>	<p><b>Webpage</b></p> <p><a href="http://www.tu-darmstadt.de/international">www.tu-darmstadt.de/international</a></p> <p><b>Course Catalogue</b></p> <p><a href="http://www.tu-darmstadt.de/studieren/vorlesungsverzeichnis">www.tu-darmstadt.de/studieren/vorlesungsverzeichnis</a></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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
Yildiz Technical University TR ISTANBU07	D DARMSTA 01	521	Mechanical Engineering	<del>X</del> 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3*10=30	Only by individual agreement
D DARMSTA 01	Yildiz Technical University TR ISTANBU07	521		1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	3 students for 10 months each	Only by individual agreement
						Only by individual agreement
						Only by individual agreement

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training
Yildiz Technical University TR ISTANBU07	D DARMSTA 01	521	Mechanical Engineering	1*5=5 days	2*5=10 days
D DARMSTA 01	Yildiz Technical University TR ISTANBU07	521		1 for 5 days	2 for 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 <sup>1</sup>	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07		English		B1	B2
D DARMSTA 01		German	German	At least A2 and participation in intensive language course in September/March  Or B1-level or higher	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

<sup>1</sup> 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>

## D. Additional requirements

**TR ISTANBU07:** <http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

### D DARMSTA01

**Exchange students guide:**

<http://www.tu-darmstadt.de/international/exchangestudents/>

**Guide for disabled students/ staff:**

<http://www.tu-darmstadt.de/studieren/studienorganisation/handicap.de.jsp>

## 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 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
D DARMSTA 01	<b>Application</b> until 31 <sup>st</sup> of May ( <b>Nomination</b> until 15 <sup>th</sup> May)	<b>Application</b> until 31 <sup>st</sup> of December  ( <b>Nomination</b> until 15 <sup>th</sup> of December)

2. The receiving institution will send its decision within [4] weeks.
2. The receiving institution D DARMSTA 01 will send its decision within 5 weeks after the end of the application period.
3. 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]*
3. A Transcript of Records will be issued by the receiving institution D DARMSTA 01 no later than 5 weeks after the assessment period has finished.
4. 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 DARMSTA01

Description of the grades in the "standard" grading system at D DARMSTA01	
1= excellent	= an excellent achievement
2= good	= an achievement considerably above average requirements
3= satisfactory	= an achievement fulfilling the average requirements
4= passed	= an achievement that still satisfies the requirements despite deficiencies
5 = failed	= an achievement that fails to fulfill the requirements because of considerable deficiencies

### 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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
D DARMS TA 01	<a href="mailto:torres@pvw.tu-darmstadt.de">torres@pvw.tu-darmstadt.de</a>	<a href="http://www.tu-darmstadt.de/europe_incomings">http://www.tu-darmstadt.de/europe_incomings</a> Turkish students are required to apply for Visa. Please find information on the following link <a href="http://www.istanbul.diplo.de/contentblob/434330/Daten/954609/Merkblatt_Studium_Visum_DD.pdf">http://www.istanbul.diplo.de/contentblob/434330/Daten/954609/Merkblatt_Studium_Visum_DD.pdf</a>

### 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	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
D DARMSTA 01	<a href="mailto:torres@pvw.tu-darmstadt.de">torres@pvw.tu-darmstadt.de</a>	<p><a href="http://www.tiny.cc/tuda_in_insurance">http://www.tiny.cc/tuda_in_insurance</a></p> <p>Turkish students are required to have a German health insurance. Information and downloads on the following link:</p> <p><a href="http://www.tu-darmstadt.de/international/exchangestudents/inbound/europe_inbound/downloads_1/downloads.en.jsp">http://www.tu-darmstadt.de/international/exchangestudents/inbound/europe_inbound/downloads_1/downloads.en.jsp</a></p>


#### 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	<a href="http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation</a>
D DARMSTA 01	<a href="mailto:torres@pvw.tu-darmstadt.de">torres@pvw.tu-darmstadt.de</a>	<a href="http://www.tiny.cc/tuda_in_accommodation">http://www.tiny.cc/tuda_in_accommodation</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	28.01.2014	

<sup>2</sup> Scanned signatures are accepted

D DARMSTA 01	<b>Technische Universität Darmstadt</b> Dr. Winfried Heinzel, Director of International Relations	24.01.2014	Technische Universität Darmstadt International and External Affairs <i>Heinzel</i> Germany
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