Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-20[21][2]
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[3] (email, phone)	Website (eg. of the course catalogue)
Universität Duisburg – Essen	D ESSEN04	International Office **Institutional Coordinator** Ms Petra Günther **Administrative Contact**: Ira.terwyen@uni-due.de +49 201 1832032 **Departmental Coordinator Engineering and Engineering Trades**: Prof. Dr. Ing. Rainer Leisten rainer.leisten@uni-due.de **Mechanical Engineering:** Prof. Dr. Ing. Ernst von Lavante ernst3.vonlavante@uni-due.de	http://www.lsf.uni-due.de
Istanbul Universitesi	TR ISTANBU03	Erasmus Institutional Coordinator **Assoc.Prof.Dr. Sevinç Hatipoğlu** intacrel@istanbul.edu.tr Tel: +90 212 440 00 00/10242	http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php Lecture Catalogue: https://egitimdeyapilanma.istanbul.edu.tr/?dil=en

[1] Inter-institutional agreements can be signed by two or more higher education Institutions

[2] Higher Education Institutions have to agree on the period of validity of this agreement

[3] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Istanbul University Faculty of Engineering, Mechanical Engineering Department	TR ISTANBU03	Faculty/Departmental Coordinator Assist.Prof.Dr. Yunus Ziya ARSLAN yzarslan@istanbul.edu.tr **Postal Address:** İstanbul Üniversitesi Mühendislik Fakültesi Makina Mühendisliği Bölümü 34320 Avcılar İstanbul TURKEY **Tel:** +90 212 4737070/17748	http://yunusziya.wix.com/biomechanics

B. Mobility numbers[4] 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, 1st, 2nd or 3rd]* *	Number of student mobility periods	
					Student Mobility for Studies *[n° of student(s) x months (total n° of months)*]*	*Student Mobility for Traineeships* * TBD= To be determined
D ESSEN04	TR ISTANBU03	071 0715	Engineering and engineering trades Mechanics and metal trades	1st 2nd 1st 2nd	2 X 6 (12) 2 X 6 (12)	
TR ISTANBU03	D ESSEN04	071 0715	Engineering and engineering trades Mechanics and metal trades	1st 2nd 1st 2nd	2 X 6 (12) 2 X 6 (12)	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

FROM	TO	*Subject*	*Subject area name*	Number of staff mobility periods

[4] Mobility numbers can be given per sending/receiving institutions*and per education field (optional*: http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	*area code* * [ISCED]	*	Staff Mobility for Teaching *[n° of week(s) x n° of hours each week *]* TBD= To be determined	*Staff Mobility for Training* * TBD= To be determined
D ESSEN04	TR ISTANBU03	071 0715	Engineering and engineering trades Mechanics and metal trades	1 week	
TR ISTANBU03	D ESSEN04	071 0715	Engineering and engineering trades Mechanics and metal trades	1 week	

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 instruc-tion 1	Language of instruc-tion 2	Language of instruction 3	Recommended language of instruction level[5]	
					Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
D ESSEN04		German	English		Good command in German/ English B1 at least	B1/B2
TR ISTANBU03		Turkish	English (after the academic term 2016-2017)		B1	B1

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

[5]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

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
D ESSEN04	Nomination May 1st Application June 1st	Nomination November 1st Application December 1st
TR ISTANBU03	June 15th	November 15th

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 4 weeks.

   D ESSEN04 will send its decision within approx. 1 month after application deadline.

3. **D ESSEN04**: A Transcript of Records will be issued after the assessment period has finished. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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."]

TR ISTANBU 03

- The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution.
- Erasmus Incoming Students have to choose courses from the department with which the agreement is existing, they can choose two courses from any faculties as long as the courses are not overlapping!
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by a Istanbul University contact person – is required.
- Information on the Application System is available at

  http://www.istanbul.edu.tr/uaik/ABegitim/indexeng.php.

  The receiving institution will send its decision within [6] weeks.

  A Transcript of Records will be issued by the receiving institution no later than [5] 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

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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

Grading System in D ESSEN04

ECTS

Description of the institutional grading system:
1,0 = sehr gut/ very good, excellent; (A)
1,3 = sehr gut/ very good, excellent (-); (A-)
1,7 = gut/ good (+); (B+)
2,0 = gut/ good; (B)
2,3 = gut/ good (-); (B-)
2,7 = befriedigend/ satisfactory (+); (C+)
3,0 = befriedigend/ satisfactory; (C)
3,3 = befriedigend/ satisfactory (-) (D+)
3,7 = ausreichend/ sufficient, low pass (+); (D)
4,0 = ausreichend/ sufficient, low pass (E)
4,3 - 6,0 = nicht bestanden/ unsatisfactory, failed

Grading System in TR ISTANBU03:

TRISTANBU 03

ECTS Credits: Istanbul University uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.
Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study.
Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: Istanbul University recommends the following grading equivalency table:

Cooresponding Grades in Numbers	Cooresponding I.U. Grades	ECTS Grades
4.00	AA	A
3.50	BA	B
3.00	BB	C
2.50	CB	D
2.00	CC	E
1.50	DC	-
1.00	DD	-
0.00	FF	FX
0.00	FD	F
-	G	-
-	M	-

3.2. Visa

Our institution will provide assistance, when required, i

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
D ESSEN04	Ira.terwyen@uni-due.de	http://www.uni-due.de/welcome-services/en/nde_registration.php (For EU-Citizens) http://www.uni-due.de/welcome-services/en/nde_fro.php (For non EU-Citizens)
TR ISTANBU03		http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php and http://yabancilar.iem.gov.tr/

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
D ESSEN04	Ira.terwyen@uni-due.de	http://www.uni-due.de/welcome-services/en/pi_doctor.php
TR ISTANBU03		http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php

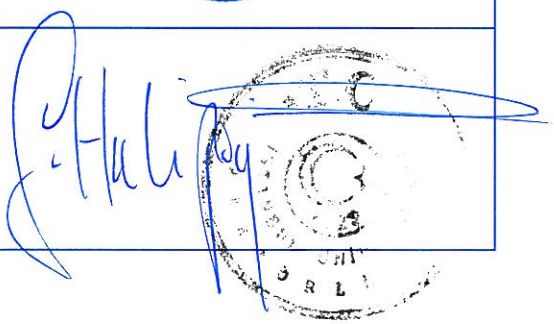
4. Housing

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
D ESSEN04	buetau@stw.essen-duisburg.de Campus Duisburg Albrecht@stw.essen-duisburg.de Campus Essen	http://studentenwerk.essen-duisburg.de/modules.php?op=modload&name=News&file=article&sid=20
TR ISTANBU03		http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php and http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, *function*	Date	Signature[6]
D ESSEN04	Ms Petra Günther Institutional Coordinator	07/11/14	
TR ISTANBU03	Assoc.Prof.Dr. Sevinç Hatipoğlu Erasmus Institutional Coordinator	11.11.14	

[6] Scanned signatures are accepted