Erasmus+ Programme
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2015-2021
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[1] (email, phone)	Website (eg. of the course catalogue)
Yildiz Technical University	TR ISTANBU07	**Erasmus Institutional Coordinator:** Assoc.Prof.Dr. Bayram Ali Ersoy Tel: +90 212 383 2069 Fax: +90 212 383 7192 E-mail: erasmus@yildiz.edu.tr **Departmental Coordinator:** Dr. Fatma Yildiz Tascikaraoglu E-mail: fayildiz@yildiz.edu.tr	http://www.yildiz.edu.tr/en/
Reutlingen University School of Engineering	D REUTLIN02	**Erasmus Institutional Coordinator:** Prof. Baldur Veit Alteburgstr. 150 72762 Reutlingen, Germany baldur.veit@reutlingen-university.de Tel. +49 71212711004 Fax: +49 71212711103 Prof. Dr. Ertugrul Sönmez ertugrul.soenmez@reutlingen-university.de	http://www.reutlingen-university.de http://www.tec.reutlingen-university.de/

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

B. Mobility numbers[2] 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU07	D REUTLIN02	523	Electronics and automation	1st 2nd	2x5 or 1x10 (10)	
D REUTLIN02	TR ISTANBU07	523	Electronics and automation	1st 2nd	2x5 or 1x10 (10)	

*[*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 [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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR ISTANBU07	D REUTLIN02	523		2/7 days	1/7 days
D REUTLIN02	TR ISTANBU07	523		2/7 days	1/7 days

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[2] 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)*

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[3]	
				Student Mobility for Studies [*Minimum recommended level: B1*]	Staff Mobility for Teaching [*Minimum recommended level: B2*]
TR ISTANBU07	523	EN	TR	B1	B2
D REUTLIN02	481	DE	EN	B1/B2	B1/B2

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

We have the infrastructure to welcome students and staff with disabilities.

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 15th May- 15th July	Online Application Period 15th October-15th December
D REUTLIN02	Receiving application: 15th of May	Receiving application: 15th of October

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

2. The receiving institution will send its decision within 5 weeks.

3. 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.

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[3] 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

4. Termination of the agreement

In the event of unilateral termination, by the end of November of the preceding academic year will be given. 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

D REUTLIN02:

Grades are awarded on a scale from 1 to 5, with 1 being the best, and anything below 4 constituting a fail: very good (1); good (2); satisfactory (3); sufficient (4) = passed; insufficient (5) = failed.

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	https://www.konsolosluk.gov.tr/e Konsolosluk/Sayfalar/Visa
D REUTLIN02	rio@reutlingen-university.de	http://www.reutlingen-university.de/uploads/media/Student_Handbook_RIO_2013_2014_engl.pdf

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.

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

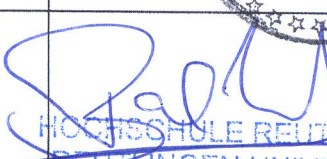| Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
D REUTLIN02	rio@reutlingen-university.de	http://www.1a.net/versicherung/krankenversicherung/international

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	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
D REUTLIN02	Max.Alber@reutlingen-university.de	http://www.reutlingen-university.de/en/before-studying/your-accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[4]
TR ISTANBU07	Assoc. Prof. Dr. Bayram Ali ERSOY Institutional Erasmus Coordinator	1 0 NOV 2015	
D REUTLIN02	Prof. Baldur Veit Institutional Coordinator Reutlingen University	16/11/2015	

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[4] Scanned signatures are accepted

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