



Erasmus+ Programme

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

Inter-institutional agreement

2014/2015-2020/2021

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 (address, email, phone)	Website (eg. of the course catalogue)
Technische Universität Dortmund (TU Dortmund University) 	D DORTMUN01	Silke Viol ERASMUS Institutional Coordinator / Deputy Director International Office Emil-Figge-Str. 61 44227 Dortmund Germany phone: +49 (0)231-755-4727 fax: +49 (0)231-755-5525 silke.viol@tu-dortmund.de	http://www.aaa.tu-dortmund.de <i>English</i> - International Students / Exchange Students (ERASMUS) http://www.aaa.tu-dortmund.de <i>Deutsch</i> - Internationale Studierende / Austauschstudierende

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

<p>Faculty of Business and Economics</p> 	<p>D DORTMUN01</p>	<p>Ulya Faupel ERASMUS Departmental Coordinator</p> <p>Dep. of Marketing, Otto-Hahn-Str. 6, 44227 Dortmund</p> <p>phone: +49 (0)231-755-3838 fax: +49 (0)231-755-3271 email: ulya.faupel@tu-dortmund.de</p>	<p>http://www.wiso.tu-dortmund.de/wiso/de/studium/erasmus/index.html</p> <p>Course catalogue: https://www.isf.tu-dortmund.de/qisserv er/rds?state=user&type=8&topitem=lectures&breadCrumbSource=portal</p>
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<p>DOKUZ EYLÜL ÜNİVERSİTESİ, İzmir</p> <p>Faculty of Economics and Administrative Sciences</p>	<p>TR IZMIR 01</p>	<p>Prof. Mübeccel Banu DURUKAN SALI ERASMUS Institutional Coordinator</p> <p>Dokuz Eylül Üniversitesi Rektörlüğü, Cumhuriyet Bulvarı No:144, Alsancak, T 35210 İzmir</p> <p>Turkey</p> <p>phone: + 90 232-232 412 145/28 fax: + 90 232 -412 10 56 email: banu.durukan@deu.edu.tr</p> <p>Mrs. Sevim Tufenk ERASMUS Departmental Coordinator</p> <p>Dokuz Eylül Üniversitesi Rektörlüğü, Cumhuriyet Bulvarı No:144, Alsancak, R- 35210 İzmir</p> <p>Turkey</p> <p>phone: + 90 232-4121045 fax: + 90 232-4121056 email: : sevim.tufenk@deu.edu.tr</p>	<p>www.deu.edu.tr</p> <p>www.international.deu.edu.tr</p> <p>http://www.deu.edu.tr/ders-katalog/eng/index.html</p> <p>http://iibf.deu.edu.tr/erasmus-courses/2041/</p>
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B. Mobility numbers per 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 [UG, Post- graduate, Doctoral]	Number of student mobility periods Student Mobility for Studies		
					Students	Student months	Student months (=sum)
D DORTMUN01	TR IZMIR 01	04	Business & Economics	UG, Postgraduate	4	6	24
TR IZMIR 01	D DORTMUN01	04	Business & Economics	UG, Postgraduate	4	6	24

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	Number of teaching hours per week (min 8)
D DORTMUN01	TR IZMIR 01	04	Business & Economics	14	8
TR IZMIR 01	D DORTMUN01	04	Business & Economics	14	8

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]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum re- commended level: B1]	Staff Mobility for Teaching [Minimum re- commended level: B2]
D DORTMUN01	Busines studies	german	english	/	B2
TRIZMIR 01	Busines studies	Turkish for all programmes	English for several programs and courses for exchange	English B1	English B1

² 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>

			students		
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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

Students who have been selected by their home university to study at **TU Dortmund University** in the framework of the Erasmus+ Programme will find further information on requirements and measures of preparing (e.g. Application) under the following link: <http://www.aaa.tu-dortmund.de>

English – International Students / Exchange Students (ERASMUS) / Application

Deutsch – Internationale Studierende / Austauschstudierende / Anmeldung

The institution provides infrastructure for welcoming students and staff with disabilities. Please find further information at the website of **DoBus** (Dortmunder Zentrum Behinderung und Studium/ Dortmund Center for Students with Disabilities):

<http://www.dobus.tu-dortmund.de/cms/de/home/>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D DORTMUN01	May 15 th	November 15 th
TRIZMIR 01	May 15 th	November 15 th

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

2. The receiving institution will send its decision within 3-4 weeks after the deadline.
 - a) At **TU Dortmund University** a Transcript of Records will be issued at the end of the student stay by the Erasmus departmental coordinator. Students have to contact him/ her a few weeks before departure.
 - b) At **DOKUZ EYLÜL ÜNİVERSİTESİ** (*partner institution*) Transcript of Records will be issued by the receiving institution no later than 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. Termination of the agreement

The above mentioned institutions agree to cooperate in the activities as contracted above under the terms and conditions of the *Erasmus+ Programme*.

- Both parties agree to abide by the principles and conditions set out in the *Erasmus+ Guidelines for Applicants*, and will work according to the principles of the *Erasmus University Charter*.
- Both parties agree to abide by the bilaterally agreed terms of this inter-institutional agreement and will endeavour to carry out the agreement to the best of their abilities.

- Additional changes in mobility or in specific conditions of contract and termination of the inter-institutional agreement can be made annually, if communicated before January 1st.

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

TU Dortmund University: 1 = superior / 2 = above average / 3 = average /

4 = sufficient / 5 & 6 = fail / CR = no grade; class participation on pass/fail basis / AU = class audited

At times decimal scaling is used for grades in between full numbers; i.e. each grade can be increased or lowered by 0.3; thus there is a grade 1.7 (also known as 2+), 2.0, 2.3 (also known as 2-) etc.

TR İZMİR 01: Passing grades range from AA to DD; grades from FD and FF are failing.

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 DORTMUN01	Silke Viol Erasmus Institutional Coordinator <i>See page no. 1</i>	-----
TRİZMİR 01	Tuba Akunal tuba.akunal@deu.edu.tr Tel: +90 232 4121653	http://international.deu.edu.tr/index.php/en/ https://www.evisa.gov.tr/en/

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 DORTMUN01	erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de (<i>English - International Students / Exchange Students (ERASMUS) / Health Insurance</i>) http://www.aaa.tu-dortmund.de (<i>Deutsch - Internationale Studierende / Austauschstudierende / Krankenversicherung</i>)
TRIZMIR 01	Tuba Akunal tuba.akunal@deu.edu.tr Tel: +90 232 4121653	http://International.deu.edu.tr/index.php/en/ https://www.evisa.gov.tr/en/

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 DORTMUN01	erasmus@tu-dortmund.de	http://www.aaa.tu-dortmund.de (<i>English - International Students / Exchange Students (ERASMUS) /Accommodation</i>) http://www.aaa.tu-dortmund.de (<i>Deutsch - Internationale Studierende / Austauschstudierende / Wohnen</i>)
TRIZMIR 01	Tuba Akunal tuba.akunal@deu.edu.tr Tel: +90 232 4121653	http://International.deu.edu.tr/index.php/en/ https://www.evisa.gov.tr/en/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
D DORTMUN01	Silke Viol		

	Deputy Director International Office, ERASMUS-Institutional Coordinator	7.3.2014	S. U. 
TRIZMIR 01	Prof.Dr.Recep Yaparel Vice Rector	06/03/2014	