

# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2020<sup>2</sup>

### between programme countries

#### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>DOKUZ EYLUL UNIVERSITY</b>	<b>TRIZMIR01</b>	<p><b>1) Erasmus Institutional Coordinator,</b> Prof. Dr. M. Banu DURUKAN SALI <a href="mailto:banu.durukan@deu.edu.tr">banu.durukan@deu.edu.tr</a> Tel: +90 232 412 1659</p> <p><b>2) Bilateral Agreement Contact:</b> Sevim Tufenk , MSc. <a href="mailto:sevim.tufenk@deu.edu.tr">sevim.tufenk@deu.edu.tr</a> Tel: +90 232 4121652</p> <p><b>3) Department Contact:</b> For Nanoscience and Nanoengineering Prof. Dr. Erdal Celik <a href="mailto:erdal.celik@deu.edu.tr">erdal.celik@deu.edu.tr</a> +90 232 3017459</p> <p>For Industrial Engineering: Assoc. Prof. Şeyda Topaloğlu <a href="mailto:seyda.topaloglu@deu.edu.tr">seyda.topaloglu@deu.edu.tr</a> Tel: +90 232 301 7611</p> <p>For Environmental Engineering: Assoc. Prof. Orhan Gunduz <a href="mailto:orhan.gunduz@deu.edu.tr">orhan.gunduz@deu.edu.tr</a> Tel: +90 232 301 71 41</p> <p>For Mechanical Engineering Department: Departmental Contact: Assoc. Prof. Dr. M. Evren TOYGAR Departmental Contact: For Engineering, manufacturing and construction/Metallurgical or Materials Engineering Assoc. Prof. Dr. A. Bülent ÖNAY <a href="mailto:bulent.onay@tuwien.ac.at">bulent.onay@tuwien.ac.at</a> Tel: +90 232 301 7462</p>	<p>University: International Office: <a href="http://www.deu.edu.tr">http://www.deu.edu.tr</a> Catalogue: <a href="http://www.deu.edu.tr/ders-katalog/eng/index.html">http://www.deu.edu.tr/ders-katalog/eng/index.html</a></p>
<b>TU Wien</b> Vienna University of Technology	<b>A WIEN02</b>	<p><b>Institutional Coordinator:</b> Mr. Andreas Zemann International Office <a href="mailto:andreas.zemann@tuwien.ac.at">andreas.zemann@tuwien.ac.at</a> Tel. +43 1 58801 41552</p> <p><b>Exchanges:</b> <a href="mailto:exchangein@tuwien.ac.at">exchangein@tuwien.ac.at</a></p> <p><b>Departmental Coordinator:</b> Prof. Numan M. Durakbasa <a href="mailto:numan.durakbasa@tuwien.ac.at">numan.durakbasa@tuwien.ac.at</a> +43 1 58801 31140</p>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> 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 Trainee ships *
TR IZMIR01	A WIEN02	0710	Nanoscience and Nanoengineering	2nd	1 X 5 months	5
		071	Industrial Engineering	1st, 2nd	2 X 5 months	10
		0732	Environmental Engineering	1st, 2nd	1 X 5 months	5
		061	Mechanical Engineering	1st, 2nd	1 X 5 months	5
		072 (543)	Metallurgical or Materials Engineering	1st, 2nd	1 X 5 months	5
A WIEN02	TR IZMIR01	071 061	Industrial Engineering Mechanical Engineering	1st 2nd	1 X 5 months 1 X 5 months	5 5

[\*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 IZMIR01	A WIEN02	071	Industrial Engineering	4 staff X 5 days	15 days
		061	Mechanical Engineering		
		072 (543)	Metallurgical or Materials Engineering		
		0710	Nano Science Nano Engineering		
A WIEN02	TR IZMIR01	071 061	Industrial Engineering Mechanical Engineering	1 staff X 5 days	5 days

## 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	Optional : Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for	Staff Mobility for

<sup>5</sup> 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>

<sup>6</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>

[Erasmus code]				Studies [Minimum recommended level: B1]	Teaching [Minimum recommended level: B2]
TR IZMIR01		Turkish	English	A2 in English or Turkish certificate	B2
A WIEN02		German	English	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

**TR IZMIR01:** In case of additional requirements with regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office - [tuba.akunal@deu.edu.tr](mailto:tuba.akunal@deu.edu.tr)

#### A WIEN02:

Erasmus applications for incoming students on-line in <https://tiss.tuwien.ac.at/mobility/incomingApplication.xhtml>

Special services for disabled students are offered by TUW Teaching Support Centre:

<http://www.tuwien.ac.at/barrierefrei/>

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR IZMIR01	Nomination: May 15th Application: June 15th	Nomination: November 15th Application: December 15th
A WIEN02	31st May	15th-December

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

- The receiving institution will send its decision within [5] 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  
[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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

TR IZMIR01	<a href="http://international.deu.edu.tr/index.php/en/erasmus/study-mobility/incoming-student">http://international.deu.edu.tr/index.php/en/erasmus/study-mobility/incoming-student</a>	ECTS grade	Translation
Grade			
Very good		AA	very good – outstanding performance (10%)
Good		BB	good – generally sound work with some minor errors
Average		CC	average/satisfactory

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

	<i>Below average Fail</i>	<i>DD FF</i>	<i>meets the minimum criteria repeat</i>
<b>A WIEN02</b>	<i>Austrian grade sehr gut (1) gut (2) befriedigend (3) genügend (4) nicht genügend (5)</i>	<i>ECTS grade A B C D/E F/FX</i>	<i>Translation very good – outstanding performance (10%) good – generally sound work with some minor errors satisfactory – fair but with significant shortcomings sufficient – performance meets the minimum criteria fail</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
TR IZMIR01	Responsible for Incoming Students  Tuba Akunal <a href="mailto:tuba.akunal@deu.edu.tr">tuba.akunal@deu.edu.tr</a> Tel: +90 232 4121045	<a href="http://international.deu.edu.tr/index.php/en/erasmus/study-mobility/incoming-student">http://international.deu.edu.tr/index.php/en/erasmus/study-mobility/incoming-student</a>  <a href="http://international.deu.edu.tr/index.php/en/">http://international.deu.edu.tr/index.php/en/</a>  <a href="https://www.evisa.gov.tr/en/">https://www.evisa.gov.tr/en/</a>
A WIEN02	<a href="mailto:exchangeIn@tuwien.ac.at">exchangeIn@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</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 IZMIR01	Responsible for Incoming Students  Tuba Akunal <a href="mailto:tuba.akunal@deu.edu.tr">tuba.akunal@deu.edu.tr</a> Tel: +90 232 4121045	<a href="http://www.deu.edu.tr/ders-katalog/eng/eng-d4.html">http://www.deu.edu.tr/ders-katalog/eng/eng-d4.html</a>
A WIEN02	<a href="mailto:exchangeIn@tuwien.ac.at">exchangeIn@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a>

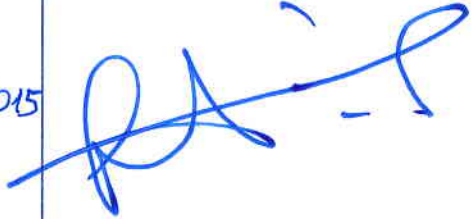

## 4. Housing

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 IZMIR01	Responsible for Incoming Students  Tuba Akunal <a href="mailto:tuba.akunal@deu.edu.tr">tuba.akunal@deu.edu.tr</a> Tel: +90 232 4121045	<a href="http://www.deu.edu.tr/ders-katalog/eng/eng-d2.html">http://www.deu.edu.tr/ders-katalog/eng/eng-d2.html</a>
A WIEN02	<a href="mailto:exchangeIn@tuwien.ac.at">exchangeIn@tuwien.ac.at</a>	<a href="http://www.tuwien.ac.at/international">www.tuwien.ac.at/international</a> <a href="http://www.housing.oead.at">www.housing.oead.at</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
TR IZMIR01	<b>Prof.Dr.Recep Yaparel</b> <b>Vice Rector</b>	14.07.2015	
A WIEN02	Institutional Coordinator or Departmental Coordinator <b>Prof.Dr. Numan M.</b> <b>DURAKBASA</b>	19.06.2015	

<sup>8</sup> Scanned signatures are accepted