



Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21

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)
RWTH Aachen University Faculty of Mechanical Engineering	D AACHEN01	Philip Miessner, M.A. Coordinator for International Relations Faculty of Mechanical Engineering Tel.: +49/241/80-95180 Fax: +49/241/80-92144 Email: miessner@fb4.rwth- aachen.de Administrative coordinator: Claudia Hanke, M.A. ERASMUS co-ordinator International Office of RWTH Aachen University Templergraben 57 D – 52062 Aachen Tel.: ++49 241 80 90684 / Fax: ++49 241 80 92662 email: claudia.hanke@zhv.rwth- aachen.de	http://www.maschinenbau.rwth- aachen.de/ course catalogue: http://www.campus.rwth- aachen.de/rwth/all/groups.asp
İzmir Yüksek Teknoloji Enstitüsü (İzmir Institute of Technology)	TR IZMIR03	Institutional Coordinator: Assoc. Prof. Dr. Mehtap EMİRDAĞ EANES Office of International Relations, TR- 35430 Urla-İzmir; Tel: +90 232	www.iztech.edu.tr , http://ects.iyte.edu.tr/

Department of Mechanical Engineering		750 78 92; Fax: +90 232 750 78 95; E-mail: erasmuskoordinator@iyte.edu.tr , incoming-erasmus@iyte.edu.tr (for incoming students)	
		Departmental Contact Person Asst. Prof. Dr. Mehmet Ismet Can DEDE Mechanical Engineering TR-35430 Urla-Izmir; Tel: +90 232 750 67 78; Fax: +90 232 750 67 01; E-mail: candede@iyte.edu.tr	

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 sending institution]	TO [Erasmus code of receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Number of students	Max. number of months per student
D AACHEN01	TR IZMIR03	521	Mechanical Engineering (Mechanism Theory, Dynamics of machines, robotics)	2 nd	2	10
TR IZMIR03	D AACHEN01	521	Mechanical Engineering (Mechanics and metal work)	2 nd , 3 th	2	10

FROM [Erasmus code of sending institution]	TO [Erasmus code of 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 *
D AACHEN01	TR IZMIR03	521	Mechanical Engineering (Mechanism Theory, Dynamics of machines, robotics)	5 days/week	-
TR IZMIR03	D AACHEN01	521	Mechanical Engineering (Mechanics and metal work)	2 lecturers -Dr. Can Dede -Second one will be appointed later 5 days/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 instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D AACHEN01		German		B1 Exchange students who only undertake project work (and do not visit taught courses) might be permitted to write their report or thesis in English. Whether they are permitted to do so should be clarified with their supervising professor at RWTH Aachen University before their arrival in Aachen	Although the language of instruction is generally German, for the Teaching Staff Mobility the language of instruction might also be a C1 – C2 level of English.
TR IZMIR03		English	-	B1	B1

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

Studies at **RWTH Aachen University** should be unrestricted for every person. The university is particularly responsive to the special needs of students with disabilities or chronic illnesses. From accessible access to lecture halls and institutions to relaxation rooms and competent, individual advising. Further information is available at: http://www.rwth-aachen.de/cms/main/root/Studium/Im_Studium/Beratung_Hilfe/~eji/Studium_mit_Handicap/?idx=1

TR IZMIR03: Izmir Institute of Technology has no infrastructure to welcome students and staff with disabilities

1. In order for exchange students to be admitted at the receiving institution, a minimum average grade must have been attained at the time of application.

Receiving institution [Erasmus code]	Grade requirement applies Yes/No?	If applicable, please specify
D AACHEN01	No	Not applicable
TR IZMIR03	No	Not applicable

2. In order for exchange students to be admitted at the receiving institution, a minimum amount of ECTS must have been acquired at the time of application.

Receiving institution [Erasmus code]	ECTS requirement applies Yes/No?	If applicable, please specify
D AACHEN01	No	Not applicable
TR IZMIR03	No	Not applicable

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term ^a [month]	Spring term ^a [month]
D AACHEN01	31.05.	31.01.
TR IZMIR03	December 1 st	June 1st

2. The receiving institution will send its decision within 4 weeks (RWTH Aachen University) / 3 weeks (TR IZMIR03.)
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (RWTH Aachen University / 5 weeks (TR IZMIR03) after the assessment period has finished at the receiving HEI (at RWTH: September 30th & March 30th, respectively).
4. Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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. 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.

Grading System in use at RWTH Aachen University				
1,0 -1,3	sehr gut	very good	an outstanding achievement	~ A / B
1,7 – 2,3	Gut	good	an achievement substantially above average requirements	~ C
2,7 – 3,3	Befriedigend	satisfactory	an achievement which corresponds to average requirements	~ D
3,7 – 4,0	Ausreichend	sufficient	an achievement which barely meets the requirements	~ E
5,0	Mangelhaft	failed	an achievement which does not meet the requirements	~ F / FX
Please note that according to the European Grading Scale F / FX requires more/considerable further work before the credit can be awarded and is meant to be an advice for the re-evaluation of the student's project. Please take into account that in Germany the decimal comma is used instead of the decimal point.				
ECTS Credits				
total workload	= 300 credits			
Workload per semester	= 30 credits			
1 credit	= 30 hours workload (one teaching hour = 45 min.)			

TR IZMIR03:

<http://ects.iyte.edu.tr/>

http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce

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 AACHEN01	Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/cms/root/Studium/Im_Studium/Beratung_Hilfe/~cbft/Internationale_Studierende/
TR IZMIR03	Ms. Özge Topcuoğlu incoming-erasmus@iyte.edu.tr	http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145

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 AACHEN 01	Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/go/id/bqse/
TR IZMIR03	Ms. Özge Topcuoğlu incoming-erasmus@iyte.edu.tr	Insurance cover is not automatically provided. http://ects.iyte.edu.tr/

4. Housing

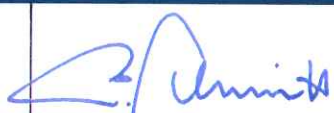
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D AACHEN 01	Antonia Vietz, M.A. Antonia.Vietz@zhv.rwth-aachen.de	http://www.rwth-aachen.de/go/id/bqse/
TR IZMIR03	Ms. Özge Topcuoğlu incoming-erasmus@iyte.edu.tr	http://ects.iyte.edu.tr/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

(Scanned signatures are accepted)

Institution [Erasmus code]	Name, function	Date	Signature
D AACHEN01	Univ.-Prof. R. Schmitt Dean of the Faculty of Mechanical Engineering	21-11-13	
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice President	19-11-2013	