



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/15-2020/21 between programme countries

[Minimum requirements]²

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)
Fachhochschule Frankfurt am Main Frankfurt am Main University of Applied Sciences	D FRANKFU04	Adam Lipski Institutional Erasmus Coordinator Fachhochschule Frankfurt a.M. International Office Nibelungenplatz 1 D-60318 Frankfurt/ Germany ☎ +49 (0)69 1533 2739 ☎ +49 (0)69 1533 2475 ✉ lipski@aa.fh-frankfurt.de	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch.html https://www.fh-frankfurt.de/fachbereiche/fb1/masterstudiengaenge/urban_agglomerations_master/study_programme/modules6.html
Izmir Yuksek Teknoloji Enstitusu Izmir Institute of Technology	TR IZMIR03	Assoc.Prof. Mehtap Emirdağ Eanes erasmuskoordinator@iyte.edu.tr +90 232 750 7892 For incoming-students to IYTE: incoming-erasmus@iyte.edu.tr +90 232 750 78 91	www.iyte.edu.tr http://ects.iyte.edu.tr/

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

B. Mobility numbers⁴ per 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies (SMS) [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D FRANKFU04	TR IZMIR03	581	City and Regional Planning	1 st , 2 nd *	2 students/ 12 months (total)	-
TR IZMIR03	D FRANKFU04	581	City and Regional Planning/ Urban Agglomerations	1 st , 2 nd *	2 students/ 12 months (total)	-

*Intake of TR IZMIR03 students of 'City and Regional Planning' in their 4th Bachelor year into D FRANKFU04 'Urban Agglomerations' program possible upon prior individual arrangement.

Intake of D FRANKFU04 students of 'Urban Agglomerations' into TR IZMIR03 'City and Regional Planning' 4th Bachelor year possible upon prior individual arrangement.

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 (STA) [total number of days of teaching periods or average duration*]	Staff Mobility for Training (STT) *
D FRANKFU04	TR IZMIR03	581	City and Regional Planning	1 teacher/ 8 hours	1 staff/ 5 days
TR IZMIR03	D FRANKFU04	581	City and Regional Planning/ Urban Agglomerations	1 teacher/ 8 hours	1 staff/ 5 days

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>)

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D FRANKFU04	581 - Urban Agglomerations	EN	-	EN B2 (req.)	N/A
TR IZMIR03	581 – City and Regional Planning	EN		EN B1	EN B1

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

D FRANKFU04

- Contact for **students with special needs**:

Elisa Lange

Incoming Exchange Students Advisor

☎ +49 (0)69 1533 3847

☎ +49 (0)69 1533 2475

✉ elange@aa.fh-frankfurt.de

Prof. Dr.-Ing. Udo Hinterwaller

Representative for Individuals with Special Needs

☎ +49 (0)69 1533 2316

✉ udohinte@fb1.fh-frankfurt.de

Barrier-free access to D FRANKFU04 facilities is documented on this web page:

<http://fhffm.aida.h-da.de/fhffm/zugaenge/uebersicht.html>

- **Staff Mobilites (STA/STT):**

An official invitation is necessary to realize a staff mobility at D FRANKFU04. This can either happen as part of a staff week (international teaching week/ training week) or can be obtained individually through an authorized D FRANKFU04 member. In the latter case, the International Office of D FRANKFU04 should be notified.

- **Orientation for Incomings:**

An orientation program will be provided. Updated information will be sent out to accepted students via e-mail. https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/welcomeprogram.html

Incoming students are highly encouraged to sign up for the buddy program:

https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/buddyprogram.html

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>

In addition, a semester-round program 'FRANKFURT ♥ YOU' is offered for international students:
<https://www.facebook.com/FRANKFURT.LOVES.YOU>

TR IZMIR03: Izmir Institute of Technology has **NO** 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]
D FRANKFU04	01 May (Application Deadline)	01 November (Application Deadline)
TR IZMIR03	01 June	01 December

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

2. D FRANKFU04 will send its decision within a maximum of 6 weeks.

TR IZMIR03 will send its decision within [5] weeks.

3. A Transcript of Records will be issued by D FRANKFU04 no later than 5 weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.

A Transcript of Records will be issued by TR IZMIR03 no later than [5] weeks after the assessment period has finished

4. Termination of the agreement

This Agreement will be effective upon signature through both parties. It shall remain in effect for the time period indicated above. It may be subject to revision or modification by prior mutual agreement. This may include the alteration of schedules, mobility numbers, etc. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. 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. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. 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

Grading information at D FRANKFU04:

https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/coursesandgrades.html

Grading information at TR IZMIR03:

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

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 FRANKFU04	Elisa Lange Incoming Exchange Students Advisor ☎ +49 (0)69 1533 3847 ☎ +49 (0)69 1533 2475 ✉ elange@aa.fh-frankfurt.de	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/visa_regulations.html
TR IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	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 FRANKFU04	Elisa Lange Incoming Exchange Students Advisor ☎ +49 (0)69 1533 3847 ☎ +49 (0)69 1533 2475 ✉ elange@aa.fh-frankfurt.de	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/health_insurance.html
TR IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	Insurance cover is not automatically provided. http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&Islem=SigortaIngilizce




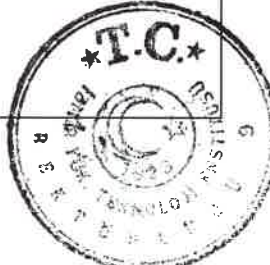
4. Housing

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 FRANKFU04	Marion Kosmalla-Dorn Accommodation ☎ +49 (0)69 1533 3842 ☎ +49 (0)69 1533 2475 ✉ kosmalla@aa.fh-frankfurt.de	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/livinginfrankfurt.html
TR IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&Islem=BarinmaIngilizce

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
D FRANKFU04	Adam LIPSKI, Erasmus Institutional Coordinator	16.12.2013	 
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice-Rector	16-12- 2013	 

⁶ Scanned signatures are accepted