

# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2018-2021 between programme countries

#### [Minimum requirements]<sup>2</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>3</sup> (email, phone)	Website (eg. of the course catalogue)
İzmir Yüksek Teknoloji Enstitüsü-İYTE İzmir Institute of Technology-İZTECH	TR IZMIR03	Assoc. Prof. Dr. Nur Başak SÜRMEİ ERALTUĞ <a href="mailto:erasmuskoordinat@iyte.edu.tr">erasmuskoordinat@iyte.edu.tr</a> +90 232 750 7892 For incoming-students to İYTE: <a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a> +90 232 750 78 90	<a href="http://www.iyte.edu.tr">www.iyte.edu.tr</a> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a>

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

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

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

<p><b>Department of Electrical and Electronics Engineering</b></p> <p><b>Department of Computer Engineering</b></p> <p><b>Department of Mechanical Engineering</b></p>		<p>Departmental Coordinator For <b>Electrical and Electronics Engineering</b></p> <p>Asst. Prof. Dr. Fatih YAMAN +90 232 750 65 96 fatihyaman@iyte.edu.tr</p> <p>Departmental Coordinator For <b>Computer Engineering</b></p> <p>Assoc. Prof. Dr. Yalın BAŞTANLAR +90 232 750 78 83 <a href="mailto:yalinbastanlar@iyte.edu.tr">yalinbastanlar@iyte.edu.tr</a></p> <p>Departmental Coordinator For <b>Mechanical Engineering</b></p> <p>Assoc. Prof. Dr. Sinan KANDEMİR +90 232 750 67 87 <a href="mailto:sinankandemir@iyte.edu.tr">sinankandemir@iyte.edu.tr</a></p>	
<p><b>Ravensburg-Weingarten University of Applied Sciences (RWU)</b></p>	<p>D RAVENSBO 1</p>	<p><b>Prof. Dr.-Ing. Ralf STETTER</b> Mechanical Engineering Director of International Affairs +49 751 501-9822 <a href="mailto:Ralf.Stetter@rwu.de">Ralf.Stetter@rwu.de</a></p> <p><b>Prof. Dr. rer. nat. Markus PFEIL</b> Electrical Engineering and Computer Science Director of International Affairs +49 751 501-9632 <a href="mailto:markus.pfeil@rwu.de">markus.pfeil@rwu.de</a></p> <p><b>Ms Christine TAUCH</b> Head of International Office <a href="mailto:christine.tauch@rwu.de">christine.tauch@rwu.de</a> +49 751 501- 9959 Doggenriedstraße 88250 Weingarten, Germany</p>	<p><a href="https://www.rwu.de/en">https://www.rwu.de/en</a></p>

## B. Mobility numbers<sup>4</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 Traineeships *
TR IZMIR03	D RAVENSB 01	0613	Computer Engineering	1 <sup>st</sup>	12 months 1 <sup>st</sup> (2 std*6 months)	
TR IZMIR03	D RAVENSB 01	0715	Mechanical Engineering	2 <sup>nd</sup>	12 months 2 <sup>nd</sup> (2 std*6 months)	
D RAVENSB 01	TR IZMIR03	0710	Engineering and engineering trades	1 <sup>st</sup> and 2 <sup>nd</sup>	2 students for 10 months	-

[\*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.]

<sup>4</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>)

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 IZMIR03	D RAVENSB01	0713	Electrical and Electronics Engineering	1 staff/1 week (min 8 hours)	-
TR IZMIR03	D RAVENSB01	0613	Computer Engineering	1 staff/1 week (min 8 hours)	-
TR IZMIR03	D RAVENSB01	0715	Mechanical Engineering	1 staff/1 week (min 8 hours)	-
D RAVENSB01	TR IZMIR03	0710	Engineering and engineering trades	2 for 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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching

<sup>5</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>

					[Minimum recommended level: B1]	[Minimum recommended level: B2]
TR IZMIR03		0713 0613 0715	English	-	English – B1	English – B2
D RAVENSB01		710	German	English	English – B2	English – 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

**İzmir Institute of Technology:** İzmir Institute of Technology has **NO** infrastructure to welcome students and staff with disabilities.

#### Fachhochschule Ravensburg-Weingarten - University of Applied Sciences:

The Center for languages and intercultural communication (CLIC) offers an intensive German language course prior to the beginning of lectures followed by a regular course during the lecture period (4 hours/week, 4 ECTS credits). Participation in the intensive language course is a prerequisite for participation in the regular course.

The International Office organizes Welcome and Orientation Days for exchange students. Participation is highly recommended:

<https://www.rwu.de/en/international/international-degree-seeking-students/welcome-and-orientation-program>

#### 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 IZMIR03	<u>Nomination deadline:</u> August 1 <sup>st</sup>  <u>Application deadline:</u> August 15 <sup>th</sup>	<u>Nomination deadline:</u> December 15 <sup>th</sup>  <u>Application deadline:</u> December 31 <sup>st</sup>
D RAVENSB01	<u>Nomination deadline:</u> April 30 <sup>th</sup>	<u>Nomination deadline</u>

	<u>Application deadline:</u> April 30th	October 31st  <u>Application deadline:</u> October 31st
--	--	--

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

2. The receiving institution will send its decision within 4-6weeks.

**TR IZMIR03:** 5 weeks

**D RAVENSB01:** 6 weeks

3. A Transcript of Records will be issued by the receiving institution no later than 4 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]*

**TR IZMIR03:** 5 weeks

**D RAVENSB01:** 8 weeks

4. 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>6</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 IZMIR03:** <http://ects.iyte.edu.tr/>

**D RAVENSB01:** <http://www.hs-weingarten.de/web/pruefungsamt/downloads> >  
SPO\_Bachelor\_Study\_and\_Examination\_Regulations\_English >  
§ 13 Evaluation of Examinations

Institutional grading system:

<b>Numerical Mark</b>	<b>grading</b>	<b>ECTS</b>
NP	NO PRESENTADO (NOT ATTENDANCE)	FX
0-4.9	SUSPENSO (SS)	FX
5.0-5.9	APROBADO (AP)	D
6.0-6.9	APROBADO (AP)	C
7.0-8.9	NOTABLE (NT)	B
9.0-10	SOBRESALIENTE (SB)	A
9.0-10	MAT. DE HONOR (MH)	A

<b>ECTS Grade</b>	<b>%of successful students normally achieving the grade</b>	<b>Definition</b>
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notable errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more work required before the credit can be awarded
F	-	FAIL – considerable further work is required

## **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 IZMIR03	For incoming students: <a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a> Tel: +90 232 750 78 90	<a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a> <a href="http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliligi-3/">http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliligi-3/</a>
D RAVENSB01	Barbara Wildenhain <a href="mailto:barbara.wildenhain@rwu.de">barbara.wildenhain@rwu.de</a> +49 751 501 9929	<a href="https://www.rwu.de/en">https://www.rwu.de/en</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 IZMIR03	For incoming students: <a href="mailto:gizemkofunyeli@iyte.edu.tr">gizemkofunyeli@iyte.edu.tr</a> Tel: +90 232 750 78 90	<a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a> <b><u>Insurance cover is not automatically provided.</u></b> <a href="http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliligi-3/">http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliligi-3/</a>
D RAVENSB01	Barbara Wildenhain <a href="mailto:barbara.wildenhain@rwu.de">barbara.wildenhain@rwu.de</a> +49 751 501 9929	<a href="https://www.rwu.de/en">https://www.rwu.de/en</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 IZMIR03	For incoming students: <a href="mailto:gizemkofunveli@iyte.edu.tr">gizemkofunveli@iyte.edu.tr</a> Tel: +90 232 750 78 90	<a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a> <a href="http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliqi-3/">http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliqi-3/</a>
D RAVENSB01	Barbara Wildenhain <a href="mailto:barbara.wildenhain@rwu.de">barbara.wildenhain@rwu.de</a> +49 751 501 9929	<a href="https://www.rwu.de/en">https://www.rwu.de/en</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
TR IZMIR03	<b>Assoc. Prof. Dr.Nur Başak Sürmeli Eraltuğ</b> Erasmus Institutional Coordinator	07.08.2020	
D RAVENSB01	<b>Prof. Dr. sc. techn. Michael Pfeffer</b> Vice-Rector for Research, International Affairs and Transfer	20.8.2020	



<sup>7</sup> Scanned signatures are accepted