



Erasmus+ Programme

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

Inter-institutional¹ agreement

2014/2015 – 2020-2021²
between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Hochschule für angewandte Wissenschaften Fachhochschule Würzburg-Schweinfurt represented by Prof. Dr. Robert Grebner, President Address: Münzstr. 12, D-97070 Würzburg	D WURZBUR03	Institutional Erasmus coordinator: Prof. Dr. Manfred Kiesel, Münzstr. 12 D-97070 Würzburg, Tel: +49 931 35 11 81 10 Email: manfred.kiesel@fhws.de	
		Departmental coordinator: Faculty of Mechanical Engineering Prof. Dr. Nicolas Tiesler, Ignaz-Schön-Str. 11, D-97421 Schweinfurt	http://fm.fhws.de/studium.html

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

		Tel: +49 9721 940 879 Email: nicolas.tiesler@fhws.de	
	TR ERZURUM01		

B. Mobility numbers⁵ 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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies <i>(total number of months of the study periods or average duration*)</i>	Student Mobility for Traineeships *
D WURZBUR03	TR ERZURUM01	0715	Mechanics and metal trades	1,2	1 x 5 months	
TR ERZURUM01	D WURZBUR03	0715	Mechanics and metal trades	1,2	1 x 5 months	

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 <i>(total number of days of teaching periods or average duration*)</i>	Staff Mobility for Training *
D WURZBUR03	TR ERZURUM01	0715	Mechanics and metal trades	1 x 5 days (Min 2 days)	x 5 days (Min days)
TR ERZURUM01	D WURZBUR03	0715	Mechanics and metal trades	1 x 5 days (Min 2 days)	x 5 days (Min days)

⁵ 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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D WURZBUR03	Mechanics and metal trades	German		B 2	B 2
TR ERZURUM01	Mechanics and metal trades	Turkish	English	A2-B1	A2-B1

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

D WURZBUR03

- Exchange students are only accepted on the basis of a nomination by the home institution.

Exchange students are required to complete the online application module:
<https://fh-wuerzburg.moveonnet.eu/moveonline/incoming/welcome.php>

- FHWS has the appropriate infrastructure for students and staff with disabilities. However, it is important to note that FHWS is informed well in advance of the special needs of the exchange student or staff member.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D WURZBUR03	15 th June	15 th December

⁶ 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>

TR ERZURUM01	30 th June	30 th November
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2. The receiving institution will send its decision within 4 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.
4. Termination or modification of the agreement

The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 1.

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

D WURZBUR03

University of Applied Sciences Würzburg-Schweinfurt. Faculty of Applied Sciences - grading system

In the Bavarian university system, each course unit is graded on a scale from 1 to 6 points, and each numerical grade corresponds to a qualitative grade as follows:

<i>from</i>	<i>1</i>	<i>to</i>	<i>1,5</i>	<i>sehr gut (very good)</i>
<i>from</i>	<i>1,6</i>	<i>to</i>	<i>2,5</i>	<i>gut (good)</i>
<i>from</i>	<i>2,6</i>	<i>to</i>	<i>3,5</i>	<i>befriedigend (satisfactory)</i>
<i>from</i>	<i>3,6</i>	<i>to</i>	<i>4,0</i>	<i>ausreichend (sufficient)</i>
<i>above</i>	<i>4,0</i>			<i>nicht ausreichend (failed)</i>

Atatürk University: <http://eobs.atauni.edu.tr>

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 WURZBUR03	international@fhws.de Tel :+49 931 35116150	http://www.auswaertiges- amt.de/DE/EinreiseUndAufenthalt/Visabesti mmungen_node.html
TR ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey)

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 WURZBUR03	international@fhws.de Tel :+49 931 35116150	http://www.fhws.de/international/incoming_exc hange_students.html
TR ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey)




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 WURZBUR03	international@fhws.de Tel :+49 931 35116150	http://www.studentenwerk- wuerzburg.de/en/wohnen.html
TR ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature and Seal ⁷
D WURZBUR03	Prof. Dr. Manfred Kiesel Institutional Coordinator	24.2.15	
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Head of The Office of International Affairs and Erasmus Institutional Coordinator	19.02.2015	 

⁷ Scanned signatures are accepted



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		Departmental coordinator: Faculty of Electrical Engineering Prof. Dr. Peter Möhringer, Ignaz-Schön-Str. 11, D-97421 Schweinfurt	http://www.fh-sw.de/sw/fachb/et/hauptseite/studiengang/bachelor/

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		Tel: +49 9721 940 837 Email: peter.moehringer@fhws.de	
Atatürk University	TR ERZURUM01	Head of Office of International Affairs and Erasmus Institutional Coordinator Prof. Fahri Yavuz erasmus@atauni.edu.tr oia@atauni.edu.tr Tel: +90-442-231-1058/3 Fax: +90-442-231-1039 Ataturk University Office of International Affairs Rectorate Building #409 25240 Erzurum/TURKEY	http://eobs.atauni.edu.tr/

B. Mobility numbers⁵ per academic year

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					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
D WURZBUR03	TR ERZURUM01	0714	Electronics and automation	1,2	2 x 5 months (=10 total)	
TR ERZURUM01	D WURZBUR03	0714	Electronics and automation	1,2	2 x 5 months (=10 total)	

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods
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⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*):
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training <i>*</i>
D WURZBUR03	TR ERZURUM01	0714	Electronics and automation	1 x 5 days (Min 2 days)	1 x 5 days (Min 2 days)
TR ERZURUM01	D WURZBUR03	0714	Electronics and automation	1 x 5 days (Min 2 days)	1 x 5 days (Min 2 days)

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4. Housing

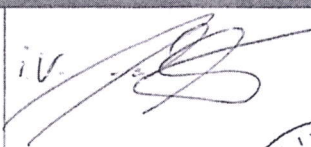
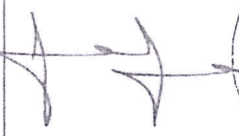
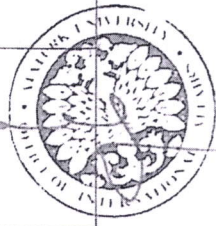
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TR ERZURUM01	Prof. Dr. Fahri YAVUZ Head of The Office of International Affairs and Erasmus Institutional Coordinator	19.02.2015	 

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