



Erasmus+ Programme

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

Inter-institutional agreement 2015/16-2020/21 between programme countries

Minimum requirements

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 (e.g. of the course catalogue)
Freie Universität Berlin	D BERLIN 01	Gesa Heym-Halayqa , ERASMUS Institutional Coordinator (Teaching Staff Exchange, Staff Exchange) Gesa.Heym-Halayqa@fu-berlin.de ; Tel.: (0049 30) 838-73443 Nicole Schindler , ERASMUS Programme Administrator (incomings, bilateral agreements) incoming@fu-berlin.de ; Tel.: (0049 30) 838-57993 Stefanie Erthner (outgoings) ausland.erasmus@fu-berlin.de ; Tel.: (0049 30) 838-73401	ERASMUS incoming information: www.fu-berlin.de/en/studium/international/studium_fu/auslandssemester/erasmus_in Lecture catalogue: www.fu-berlin.de/vv Semester dates: http://www.fu-berlin.de/en/studium/studienorganisation/termine
Department of Mathematics	D BERLIN 01	Departmental coordinator: Prof. Dr. Katinka Wolter Takustr. 9, Room 149, 14195 Berlin; Tel.: 0049 30 838 75146; Fax: 0049 30 838 75194; katinka.wolter@fu-berlin.de	http://www.mi.fu-berlin.de/en/stud/incomingstud/quest_studs.html

Mugla Sitki Kocman Universitesi	TR MUGLA01	Demet Kutucuoglu Erasmus Coordinator International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960 Fax: +90 252 211 1051	Homepage: www.mu.edu.tr Info Pack http://ects.mu.edu.tr
Department of Mathematics	TR MUGLA01	Departmental coordinator: Asst. Prof. Dr. Gamze Yuksel Fen Fakultesi, Matematik Bolumu, Mentese, 48000, Mugla; Tel.: 0090 252 2115086; ngamze@mu.edu.tr	Undergraduate Programme: http://akts.mu.edu.tr/en/ program/340 MSc Programme: http://akts.mu.edu.tr/en/ program/214 PhD Programme: http://akts.mu.edu.tr/en/ program/225 Mathematics Department: http://www.matematik.m u.edu.tr/en/personel/aka demik

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.

Student Mobility (SMS)

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 [total number of months of the study periods or average duration]
D BERLIN 01	TR MUGLA01	541	Mathematics	1st (Bachelor) or 2nd (Master)	1 student for 10 months
TR MUGLA01	D BERLIN 01	541	Mathematics	1st (Bachelor), 2nd (Master) or 3 rd (PhD)	1 Student for 5 months

Staff Mobility (STA)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Staff Mobility for Teaching [total number of days of teaching periods or average duration]
D BERLIN 01	TR MUGLA01	541	Mathematics	1 person for 5 days (8 teaching hours per week)
TR MUGLA01	D BERLIN 01	541	Mathematics	1 person for 5 days (8 teaching hours per 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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D BERLIN 01	Mathematics	German		B1	
TR MUGLA01	Mathematics	Turkish (Courses in English for exchange students)		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 BERLIN 01:

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office. All master programs are consecutive master programs at D BERLIN 01. A consecutive master's program builds on a previously completed bachelor's program **in the same field**.

¹ 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>

- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- Family-friendly organization of studies: To enhance compatibility between academic careers and family life, Freie Universität Berlin strives to ensure a family-friendly higher education environment. The university has already taken a number of actions to ensure that academic activities are organized to be friendly toward families, including preferential registration for seminars.

Contact: Family Support Center of Freie Universität Berlin, familienbuero@fu-berlin.de, www.fu-berlin.de/familienbuero

- Freie Universität Berlin offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: Freie Universität Berlin, Georg Classen, Counselling for students with disabilities and chronic diseases, Thielallee 38, at corner of Otto von Simson Str, D 14195 Berlin, 1. OG Raum 213 (opposite to Career-Service), Tel 030-838-55292 Fax -54511, E-mail: georg.classen@fu-berlin.de
www.fu-berlin.de/service/behinderung

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an FU Berlin contact person – is required.

TR MUGLA01:

All applications should be sent after official nomination by the home institution. Incoming students are provided with the following services: Assistance with accommodation, Academic advising by department coordinators, Orientation meeting, Assistance with residence permit and Turkish as a foreign language at beginner's level. Incoming staff are provided with the following services: Assistance in airport transfer and accommodation booking.

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 BERLIN 01	May, 1st	November, 1st
TR MUGLA01	Application deadline: 30th June	Application deadline: 30th June

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

D BERLIN 01:

Partner institutions should send nominations using the Moveon e-Nomination system (www.moveonnet.eu/myinstitution/enomination)

Transcript of Records

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

Termination of the agreement

The inter-institutional agreement may be amended by mutual agreement. The inter-institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year must be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. 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 BERLIN 01:

ECTS Credits: The Freie Universität Berlin uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Freie Universität Berlin	ECTS	
Grade	Grade	Predicate
1,0 – 1,5	A	Excellent
1,6 – 1,7	B	Very Good
1,8 – 2,0		
2,1 – 2,7	C	Good
2,8 – 3,0		
3,1 – 3,5	D	Satisfactory
3,6 – 3,7	E	Sufficient
3,8 – 4,0		
4,1 – 5,0	F	Fail
P	Participation; i.e. the student has successfully and regularly attended the course.	

TR MUGLA01: ECTS is used in all study areas for both incoming and local students. For each course taken, the student is given one of the following grades by the course teacher. The following table explains the local grading system, ECTS grading scale and also how local grades are converted into ECTS grades.

LOCAL GRADING SYSTEM			ECTS GRADING SCALE			LOCAL / ECTS GRADE CONVERSION SCALE		
Point Equivalent	Letter Grade	Coefficient	ECTS Grade	% of successful students normally achieving the grade	Definition	Local Grade		ECTS Grade
						Points	Letter Grade	

90-100	AA	4	A	10	FAIL FAIL	90-100	AA	A
85-89	BA	3.5	B	25		85-89	BA	B
80-84	BB	3	C	30		80-84	BB	
75-79	CB	2.5	D	25		75-79	CB	C
70-74	CC	2	E	10		70-74	CC	
65-69	DC	1.5	FX	-		65-69	DC	D
60-64	DD	1.0	F	-		60-64	DD	E
50-59	FD	0.5				50-59	FD	FX
49 - 0	FF	0			0-49	FF	F	

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 BERLIN 01	Info-Service Brümmerstr. 50 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/visum
TR MUGLA01	International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960	www.mu.edu.tr

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 BERLIN 01	Info-Service Brümmerstr. 50 14195 Berlin info-service@fu-berlin.de Tel.: (0049 30) 838-70000	http://www.fu-berlin.de/en/studium/international/studium_fu/einreise_aufenthalt/krankenversicherung
TR MUGLA01	International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960	www.mu.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 BERLIN 01	Accommodation Otto-von-Simson-Straße 26 Room L111 14195 Berlin accommodation@fu-berlin.de Tel.: (0049 30) 838-73470	http://www.fu-berlin.de/en/sites/unterbringung
TR MUGLA01	International Relations Office E-mail: intoffice@mu.edu.tr Tel: +90 252 211 1960	www.mu.edu.tr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D BERLIN 01	Legal Representative: Peter Lange, Director of Administration and Finance		
TR MUGLA01	Prof. Dr. Yusuf Ziya ERDIL Vice Rector for International Relations	08.12.2014	

² Scanned signatures are accepted