



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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 [contact details]

Between	University	Westfälische Wilhelms-Universität Münster		
	ERASMUS Code	D MUNSTER01		
	Department	Faculty of Law		
Coordinator				
Title and Name	Jonas Völkel, Departmental Erasmus Coordinator		Phone	0049 (0) 251 83 38604
Address	Institute for Information-, Telecommunication- and Media Law (Civil Law Department)		Fax	0049 (0) 251 83 38601
	Leonardo-Campus 9, D-48149 Muenster		E-Mail	Jonas.voelkel@uni-muenster.de
Website (eg. of the course catalogue)		www.jura.uni-muenster.de ; http://www.uni-muenster.de/Jura.itm/hoeren/		



and the	University	Kocaeli University		
	ERASMUS Code	TR KOCAELI02		
	Department	Faculty of Law		
Coordinator				
Title and Name	Asst.Prof.Dr.Eylem Apaydin		Phone	+902623032629
Address	Kocaeli Üniversitesi Hukuk Fakültesi Umuttepe Kampusu		Fax	+902623032602
	Izmit Kocaeli Turkey		E-Mail	eylem.apaydin@kocaeli.edu.tr
Website (eg. of the course catalogue)		http://hukuk.kocaeli.edu.tr/		

B. Mobility numbers per academic year

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>)

[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.]

Student Mobility – Mobility for Studies						
Subject Area Code ISCED*	Subject area name*	Country Code		Number of students mobility periods for STUDIES		
		From	To	Number of persons x Number of month Per year	total number of months of the study periods or average duration*	
		Sending Institut.	Receiving Institut.			
380	Law	TR	DE	2x10	20	
380	Law	DE	TR	2x10	20	

[*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.]

Teaching Staff Mobility (STA)						
Subject Area Code ISCED*	Subject area name*	Country Code		Number of staff mobility periods for teaching staff (STA)		
		From	To	number of persons	total number of weeks of teaching periods or average duration	
380	Law	TR	DE	2	2	
380	Law	DE	TR	2	2	

Staff Training Mobility (STT)						
Working field	Country Code		Number of staff mobility periods for staff training (STT)			
	From	To	number of persons	total number of weeks of teaching periods or average duration		
To be confirmed by invitation	TR	DE	1	1		
To be confirmed by invitation	DE	TR	1	1		

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]	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 MUNSTER01	German	English	B1	B2
TR KOCAELI02	TURKISH		B1	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

[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] [Please specify whether the institutions have the 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 MUNSTER01	May 1 st	November 1 st
TR KOCAELI 02	July 1 st	November 1 st

2. The receiving institution will send its decision within 10 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 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]
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

Receiving institution [Erasmus code]	Grading system
D MUNSTER01	http://www.uni-muenster.de/imperia/md/content/www/auslandsamt/pdf/incoming/erasmus/transcript_of_records_eu_2012.pdf
TR KOCAELI02	http://ects.kocaeli.edu.tr/bolum.cfm?Diid=1&Bolumid=0501&DipTur=1

[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.]

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 MUNSTER01	<p>Incoming students: Exchange student service admin.ess@uni-muenster.de 0049 (0)251 83 22113</p> <p>Outbound students: Nina Karidio Nina.Karidio@uni-muenster.de 0049 (0)251 83 22601</p> <p>Incoming and outbound staff: Maria Homeyer Maria.Homeyer@uni-muenster.de 0049 (0)251 83 22600</p>	<p>http://www.uni-muenster.de/international/incoming/austausch/praktisches.html</p> <p>http://www.uni-muenster.de/en/research/international_academics/formalities/index.html</p>
TR KOCAELI02	<p>International Relations Unit Phone: +90262 303 1324 Email: inerasmus@kocaeli.edu.tr</p>	http://int.kocaeli.edu.tr/erasmus/?kons=Vize

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 MUNSTER01	<p>Incoming students: Exchange student service admin.ess@uni-muenster.de 0049 (0)251 83 22113</p> <p>Outbound students: Nina Karidio Nina.Karidio@uni-muenster.de 0049 (0)251 83 22601</p> <p>Incoming and outbound staff: Maria Homeyer Maria.Homeyer@uni-muenster.de 0049 (0)251 83 22600</p>	http://www.uni-muenster.de/en/international_students/exchange/practical/index.html#Health
TR KOCAELI02	<p>International Relations Unit Phone: +90262 303 1324 Email: inerasmus@kocaeli.edu.tr</p>	http://ects.kocaeli.edu.tr/ogrenci.cfm?Dilid=1&selection=17FE98C6FB8099498F240B7BF726B7DA

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 MUNSTER01	<p>Incoming students: Exchange student service admin.ess@uni-muenster.de 0049 (0)251 83 22113</p>	http://www.uni-muenster.de/en/international_students/exchange/living/index.html

	Incoming staff: Maria Homeyer Maria.Homeyer@uni-muenster.de 0049 (0)251 83 22600	http://www.uni-muenster.de/en/research/international_academics/accommodation/index.html
TR KOCAELI02	International Relations Unit Phone: +90262 303 1324 Email: inerasmus@kocaeli.edu.tr	http://ects.kocaeli.edu.tr/ogrenci.cfm?Dilid=1&selection=BAA886BA3E524E0608111621A35D06D9

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Scanned signatures are accepted

Westfälische Wilhelms-Universität Münster

Institution:

Faculty of Law

Name and function of representative:

Prof. Dr. Ingo Saenger,
Dean of the Faculty of Law

Name and function of representative:

Assoc.Prof.Dr. Doğan Yüksel
Institutional Coordinator

Signature :

11/14/2015

Date:



(SEAL)

Prof. Dr. Saenger, Dekan

Signature :



Date:

7/10/2015



- Inter-institutional agreements can be signed by two or more higher education Institutions
- Higher Education Institutions have to agree on the period of validity of this agreement
- Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
- Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Contact dates of International Office

International Office
Schlossplatz 3
D-48149 Münster

Institutional Coordinator: KOHL, Dr. Anke
Phone : 0049 (0) 251 83 2227
Fax : 0049 (0) 251 83 2226
E-Mail : international.office@uni-muenster.de

Institutional Coordinator: Asso.Prof.Dr. Doğan Yüksel
Phone : +90(262) 303 13 32
Fax : +90(262) 303 10 44
E-Mail : international@kocaeli.edu.tr

Student Mobility: KARIDIO, Nina
Phone : 0049 (0) 251 83 22601
Fax : 0049 (0) 251 83 21413
E-Mail : Nina.Karidio@uni-muenster.de

Student Mobility: Lect. Ayşenur Selek
Phone : +90(262) 303 13 32
Fax : +90(262) 303 10 44
E-Mail : international@kocaeli.edu.tr
aysenur.selek@kocaeli.edu.tr

Staff Mobility: HOMEYER, Maria
Phone : 0049 (0) 251 83 22600
Fax : 0049 (0) 251 83 22226
E-Mail : Maria.Homeyer@uni-muenster.de

Staff Mobility: Lect. Sevilcan Özcan
Phone : +90(262) 303 1045
Fax : +90(262) 303 10 44
E-Mail : sevilcanerskou@gmail.com

<p>Placement: ELSINGER, Ruth Career Service der WWU Schlossplatz 3 - D-48149 Münster Phone: 0049 (0) 251 83 32286 Fax: 0049 (0) 251 83 30074 Ruth.Elsinger@uni-muenster.de</p>	
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