



# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a> Yıldız Teknik Üniversitesi, Avrupa Birliği Ofisi Davutpaşa Kampüsü, Taşkılla Binası A-1004 34220 Esenler / İSTANBUL <b>Departmental:</b> Lecturer Murat Toprak Tel: +90 536 276 89 66 e-mail: <a href="mailto:murattoprak@gmail.com">murattoprak@gmail.com</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>

Instituto Politécnico de Tomar	P TOMAR01	<b>Institutional:</b> Luiz Oosterbeek Maria Catroga International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">www.gri.ipt.pt</a>
		<b>Contact:</b> Maria Catroga Maria Catroga International Relations Office/Gabinete de Relações Internacionais Av. Cândido Madureira, nº 13 2300-531 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:c.catroga@ipt.pt">c.catroga@ipt.pt</a>	

## B. Mobility numbers 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 ISTANBU07	P TOMAR01	211	Audio-visual techniques and media production /Communication design	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3 X 10	Only by individual agreement
P TOMAR01	TR ISTANBU07	211	Audio-visual techniques	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3 X 10	Only by individual

			and media production /Communication design			agreement
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<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> [ISCED]	<b>Subject area name</b>	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b>	<b>Staff Mobility for Training</b>
				<i>[total number of days of teaching periods or average duration *]</i>	
TR ISTANBU07	P TOMAR01	211	Audio-visual techniques and media production /Communication design	1x5 days	1x5 days
P TOMAR01	TR ISTANBU07	211	Audio-visual techniques and media production /Communication design	1x5 days	1x5 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:

<b>Receiving institution</b> [Erasmus code]	<b>Optional: Subject area</b>	<b>Language of instruction 1</b>	<b>Language of instruction 2</b>	<b>Recommended language of instruction level<sup>1</sup></b>	
				<b>Student Mobility for Studies</b> [Minimum recommen	<b>Staff Mobility for Teaching</b> [Minimum recommended level: B2]

<sup>1</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>

ded level: B1]					
TR ISTANBU07		Turkish	English	B1	B2
P TOMAR01		Portuguese	English	B1 Portuguese or English	B2 Portuguese or English

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

##### TR ISTANBU07:

**Incoming Erasmus applications are reviewed by a teaching committee who decide** upon acceptance of student's mobility project based on portfolio, CV and covering letter. The total number of incoming students who are accepted each term is limited.

#### 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 ISTANBU07	Online Application Period 15 <sup>th</sup> May-15 <sup>th</sup> July	Online Application Period 15 <sup>th</sup> October-15 <sup>th</sup> December
P TOMAR01	Preferably the semester before	Preferably the semester before

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. *[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**

### **TR ISTANBU07:**

<http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

### **P TOMAR01**

[www.gri.ipt.pt](http://www.gri.ipt.pt)

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.konsolosluk.gov.tr/tr/en/start.aspx">http://www.konsolosluk.gov.tr/tr/en/start.aspx</a>
P TOMAR01	<a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">www.gri.ipt.pt</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
P TOMAR01	<a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">www.gri.ipt.pt</a>




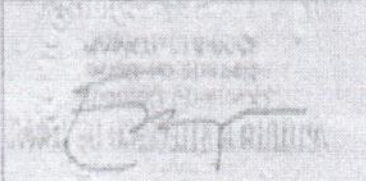
## **4. Housing**

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 ISTANBU07	incoming@yildiz.edu.tr	<a href="http://www.bologna.yildiz.edu.tr/index.php?tr=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?tr=infoforstudents/accommodation</a>
P TOMAR01	gri@ipt.pt	P TOMAR01

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

Institution (Erasmus code)	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	08 DEC 2014	 
P TOMAR 01	Prof. Doutor Eugénio Pina de Almeida, President		 

<sup>2</sup>Scanned signatures are accepted