# Erasmus+ Programme

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

## Inter-institutional agreement 2014-20[21]
### 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) |
|---|---|---|---|
| Universidade Nova de Lisboa<br><br>Instituto Superior de Estatística e Gestão de Informação da Universidade Nova de Lisboa (ISEGI-NOVA) | PLISBOA03 | Erasmus Institutional Coordinator: Prof. Doutor. José Esteves Pereira Universidade Nova de Lisboa *Campus* de Campolide 1099-085 Lisboa Portugal<br><br>Departmental Coordinator: Prof. Doutor Leonardo Vanneschi Instituto Superior de Estatística e Gestão de Informação Universidade Nova de Lisboa Campus de Campolide 1070-312 Lisboa Portugal Telf: + (351) 213 828 610 Fax: +(351) 213 828 611 lvanneschi@isegi.unl.pt<br><br>Erasmus Office Instituto Superior de Estatística e Gestão de Informação | http://www.isegi.unl.pt/index.asp |

| | | Universidade Nova de Lisboa<br>Campus de Campolide<br>1070-312 Lisboa<br>Portugal<br>Contact person<br>Ana Sousa<br>Telf: + (351) 213 828 610<br>Fax: +(351) 213 828 611<br>erasmus@isegi.unl.pt | |
|---|---|---|---|
| YILDIZ TECHNICAL UNIVERSITY<br><br>Business Administration Department | TR ISTANBU07 | Institutional Erasmus Coordinator:<br>**Assoc.Prof.Dr. Bayram Ali Ersoy**<br>Tel: +90 212 383 2069<br>e-mail: erasmus@yildiz.edu.tr<br>Departmental Erasmus Coordinator:<br>**Asst. Prof. Dr. Esin Ertemsir**<br>Tel: +90 212 383 2546<br>e-mail:<br>yildizerasmus.mgmt@gmail.com<br>Yıldız Teknik Üniversitesi, Barbaros Bulvarı,İİBF, H Blok, İşletme Bölümü, TR-34349, Beşiktaş, ISTANBUL-TURKEY | http://www.bologna.yildiz.edu.tr/ |

## 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<br><br>[Erasmus code of the sending institution] | TO<br><br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Study cycle<br>[short cycle, 1st, 2nd or 3rd]<br>* | Number of student mobility periods | |
|---|---|---|---|---|---|---|
| | | | | | Student Mobility for Studies<br><br>[total number of months of the study periods or average duration*] | Student Mobility for Traineeships<br>* |
| PLISBOA03 | TR ISTANBU07 | 041 | Business and administration | 1st | 10 months x 5 students (50) | Only by individual agreement |
| TR ISTANBU07 | PLISBOA03 | 041 | Business and administration | 1st | 10 months x 5 students (50) | Only by individual agreement |

*[\*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.]*

| FROM<br><br>[Erasmus code of the sending institution] | TO<br><br>[Erasmus code of the receiving institution] | Subject area code<br>*<br>[ISCED] | Subject area name<br>* | Number of staff mobility periods | |
|---|---|---|---|---|---|
| | | | | Staff Mobility for Teaching<br><br>[total number of days of teaching periods or average duration *] | Staff Mobility for Training<br>* |
| PLISBOA03 | TR ISTANBU07 | 041 | Business and administration | 2 (2 – 5 days) | 2 (2 – 5 days) |
| TR ISTANBU07 | PLISBOA03 | 041 | Business and administration | 2 (2 – 5 days) | 2 (2 – 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<br><br>[Erasmus code] | Optional: Subject area | Language of instruc-tion 1 | Language of instruc-tion 2 | Recommended language of instruction level[1] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies<br><br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br><br>[Minimum recommended level: B2] |
| P LISBOA03 | 041 | Portuguese | English | Proficiency in English (or Portuguese) = at least level B2 | Proficiency in English (or Portuguese) = at least level B2 |
| TR ISTANBU07 | 041 | Turkish | English | B1- English | B2 - English |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page].*

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[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

## D. Additional requirements

ISEGI-NOVA don't offer courses of the 1st year of the Undergraduate Degrees to Erasmus students.

Some courses need previous knowledge of statistics/econometrics or computing/programming requires previous approval of previous courses as pre-requirement of admission.

Incoming students should present Copy of European Health Insurance Card, valid for the whole period of studies.

ISEGI-NOVA is prepared to receive students and staff with disabilities, but each case as to be individually analyzed.

*[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] |
|---|---|---|
| PLISBOA03 | June, 30th | November, 15th |
| TR ISTANBU07 | Online Application Period 15th May-15th July | Online Application Period 15th October-15th December |

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

2. The receiving institution will send its decision within 5 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

   In the event of unilateral termination of this agreement, a notice of at least one academic year should be given, by the partner that wants to end with the Agreement. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

   *[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

PLISBOA03
ISEGI-NOVA

**Descrição do sistema de classificação da instituição / Description of the institutional grading system:**

O resultado alcançado numa unidade curricular, quer através de avaliação contínua, quer de um exame, é geralmente expresso numa escala de classificação de 0 a 20.

The result achieved in a course unit, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scale.

A nota mínima de aprovação é 10 / The lowest passing grade is 10.

**Escala de classificação ECTS / ECTS grading scale:**

| Escala ECTS / ECTS Scale | % de alunos que obtêm uma determinada classificação, admintindo uma distribuição normal / % of successful students normally achieving the grade | Características / Definition |
|---|---|---|
| A | 10 | Excelente desempenho com pequenas falhas<br><br>EXCELENT – outstanding performance with only minor errors |
| B | 25 | Muito bom desempenho com algumas falhas<br><br>VERY GOOD – above the average standard but with some errors |
| C | 30 | Bom desempenho mas com algumas falhas<br><br>GOOD – generally sound work with a number of notable errors |
| D | 25 | Desempenho satisfatório com alguns pontos fracos<br><br>SATISFACTORY – fair but with significant shortcomings |
| E | 10 | Tem os requisitos mínimos para ser aprovado<br><br>SUFFICIENT – performance meets the minimum criteria |

**Créditos ECTS / ECTS credits:**

1 ano académico completo / 1 full academic year = 60 ECTS

1 semestre / 1 semester = 30 ECTS

1 trimestre / 1 trimester   = 20 ECTS

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[2]. 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 ISTANBU07:**

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

## 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 |
|---|---|---|
| PLISBOA03 | Erasmus office<br><br>Email: erasmus@isegi.unl.pt<br><br>Phone: + (351) 213 828 610 | http://www.isegi.unl.pt/Estudantes/erasmus-incoming.asp |
| TR ISTANBU07 | incoming@yildiz.edu.tr | http://www.konsolosluk.gov.tr/tr/en/start.aspx |

## 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:

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[2] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

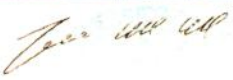| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| PLISBOA03 | Erasmus office Email: erasmus@isegi.unl.pt Phone: + (351) 213 828 610 | http://www.isegi.unl.pt/Estudantes/erasmus-incoming.asp |
| TR ISTANBU07 | incoming@yildiz.edu.tr | http://www.sgk.gov.tr/wps/portal/en?CSRT=157585774492069 64749 |

## 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 |
|---|---|---|
| PLISBOA03 | Erasmus office Email: erasmus@isegi.unl.pt Phone: + (351) 213 828 610 | http://www.isegi.unl.pt/Estudantes/erasmus-incoming.asp |
| TR ISTANBU07 | incoming@yildiz.edu.tr | http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/acc ommodation |

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

| Institution [Erasmus code] | Name, function | Date | Signature[3] |
|---|---|---|---|
| PLISBOA03 | Prof. Doutor. José Esteves Pereira Vice Rector Universidade Nova de Lisboa | 19/03/2014 | |
| TR ISTANBU07 | Assoc.Prof.Dr. Bayram Ali Ersoy *Institutional Erasmus Coordinator* | 2 1 MAR 2014 | |

[3] Scanned signatures are accepted