



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	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Departmental: Assoc. Prof. Dr. Birgül ÇOLAKOĞLU YTU Faculty of Architecture, Beşiktaş 34349 Istanbul , Turkey Phone: +90 212 3832597 Fax: +90 212 2618929 Signature:	

ISMAT-Instituto Superior Manuel Teixeira Gomes	P PORTIMA02	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office Av. Campo Grande, nº 376, 1749-024 Lisboa trdamasio@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/guia-ects.html

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
TR ISTANBU07	P PORTIMA02	073	Architecture and town planning	1 st , 2 nd	2x12 = 24	
P PORTIMA02	TR ISTANBU07	073	Architecture and town planning	1 st , 2 nd	2x12 = 24	

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	Staff Mobility for Training
				[total number of days of teaching periods or average duration*]	
TR ISTANBU07	P PORTIMA02			2*5 days	2*5 days

P PORTIMA02	TR ISTANBU07			2*5 days	2*5 days
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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]
TR ISTANBU07		Turkish	English	B1*	B2
P PORTIMA02		Portuguese	English	English B2	English B2

* English B1 skill is compulsory not an option

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

P PORTIMA02

-Nomination, application documents and registration received after application deadlines will not be accepted;

-Procedures for Application:

-Official nomination by the host University;

-The students must be registered in: <http://apps.grupolusofona.pt/pls/apex/f?p=110:26>

-We need to receive by email carmen.pereira@ulusofona.pt and by post to:

Learning Agreement, Medical Report and a Copy of your Identity Card or Passport and European Health Card.

-Please Pay Attention to these Instructions:

The Learning Agreement must be signed and stamped by your University.

The Medical Report must be filled and stamped by the doctor.

The address to send the original documents:
ISMAT-Instituto Superior Manuel Teixeira Gomes
International, Career & Entrepreneurship Office

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>

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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 th May-15 th July	Online Application Period 15 th October-15 th December
P PORTIMA02	31th of May	31th of October

2. The receiving institution will send its decision within [4] weeks. **(According with the Course Directors confirmation.)**

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]* **(According with the Course Directors confirmation.)**

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."] **(According with the Course Directors confirmation.)**

F. Information

1. Grading systems of the institutions

TR ISTANBU07:

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

Grading Scale at the Universidade Lusófona de Humanidades e Tecnologias

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February 2005))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient
10/0	Fail

ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	-	FAIL - some more work required before the credit can be awarded
F	-	FAIL - considerable further work is required

ECTS credits:

- 1 full academic year = 60 credits
- 1 semester = 30 credits
- 1 term/trimester = 20 credits

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
P LISBOA52	elisabete.lourenco@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html

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.

All the participants must have the European Health Card.

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
P LISBOA52	elisabete.lourenco@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html


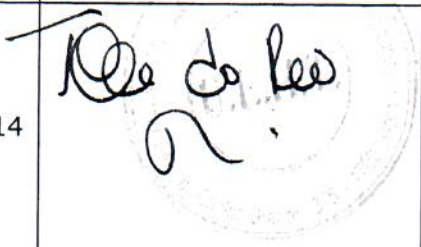
4. Housing

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	http://www.bologna.yildiz.edu.tr/index.php?r=inforstudents/accommodation
P PORTIMA02	cristina.matos@ulusofona.pt +351 21 751 55 65	http://residencia.ulusofona.pt

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	14.02.2014	
P PORTIMA02	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office	24.03.2014	

² Scanned signatures are accepted

