



# 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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website</b> (eg. of the course catalogue)
<b>Yıldız Technical University</b>	TR ISTANBU07	<b><u>Institutional:</u></b> Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> ) <b>Tel:</b> +90 212 383 2069 <b>E-mail:</b> <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>	<a href="http://www.bologna.yildiz.edu.tr/">http://www.bologna.yildiz.edu.tr/</a>
		<b><u>Departmental:</u></b> Assoc.Prof.Dr. Sibel Dağlılar Department of Metallurgical and Materials Engineering <b>E-mail:</b> <a href="mailto:dagli@yildiz.edu.tr">dagli@yildiz.edu.tr</a> <a href="mailto:sdaglilar@turkishnavy.com">sdaglilar@turkishnavy.com</a> <b>Tel:</b> +90 212 383 46 93 <b>Fax:</b> +90 212 383 46 65	

<b>INSTITUTO POLITECNICO DE LEIRA</b>	P LEIRIA01	<b>Institutional:</b> International Office Rua General Norton de Matos Apartado 4133 2411- 901 Leiria <b>E-mail:</b> <a href="mailto:gnci@ipleiria.pt">gnci@ipleiria.pt</a> <b>Tel:</b> (+ 351) 244 860 448 <b>Fax:</b> (+ 351) 244 813 013	<a href="http://www.ipleiria.pt/Paginas/default.aspx">http://ww w.ipleiria. pt/Paginas /default.as px</a>
		<b>Departmental:</b> <b>E-mail:</b> <b>Tel:</b> <b>Fax:</b>	

### 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	Student Mobility for Traineeships
TR ISTANBU 07	P LEIRIA01	722	Materials Eng.		2x10=10	Only by individual agreement
P LEIRIA01	TR ISTANBUO 7	722	Materials Eng.			Only by individual agreement

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  [total number of days of teaching periods or average duration *]	Staff Mobility for Training
TR ISTANBU07	P LEIRIA01	722	Materials Eng.	1 week 5 h.	1 week 5 h.
P LEIRIA01	TR ISTANBU07	722	Materials Eng.	1 week 5 h.	1 week 5 h.

### 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 <sup>1</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B1
P LEIRIA01		Portuguese	English	B1	B1

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

<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>

## D. Additional requirements

TR ISTANBU07:

## 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 LEIRIA01	July 30th	November, 30th

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]*

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*The transcript of records is issued by the academic services no later than 7 weeks after the ending of the semester.*

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 LEIRIA01:**

<http://www.esad.ipleiria.pt/index.php?id=8>

### **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	incoming@yildiz.edu.tr	<a href="http://www.konsolesluk.gov.tr/tr/en/start.aspx">http://www.konsolesluk.gov.tr/tr/en/start.aspx</a>
P LEIRIA01	gmci@ipleiria.pt Tel: (+ 351) 244 860 448 Fax: (+ 351) 244 813 013	<a href="http://www.ipleiria.pt/Paginas/default.aspx">http://www.ipleiria.pt/Paginas/default.aspx</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	incoming@yildiz.edu.tr	<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>
P LEIRIA01	gmci@ipleiria.pt Tel: (+ 351) 244 860 448 Fax: (+ 351) 244 813 013	<a href="http://www.ipleiria.pt/Paginas/default.aspx">http://www.ipleiria.pt/Paginas/default.aspx</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?r=infoforstudents/accommodation">http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation</a>
P LEIRIA01	sas@ipleiria.pt Tel: (+351) 244 830 640	<a href="http://www.ipleiria.pt/internacional/Paginas/idioma.aspx">http://www.ipleiria.pt/internacional/Paginas/idioma.aspx</a>

#### 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>	03.03.2014	
P LEIRIA01	Prof. nuno André O. Mangas Pereira President	17-03-2014	

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

