Erasmus+

Erasmus+ Programme

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

Inter-institutional[1] agreement 2014-2020[2]
between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITÉCNICO DE PORTALEGRE	P PORTALE01	**Institutional Coordinator:** Cooperation and External Relations Prof. Carlos Afonso, PhD carlos.afonso @ipportalegre.pt + 351 245 301 500 **Departmental Coordinators:**	www.ipportalegre.pt http://www.ipportalegre.pt/html1/about%20us.aspx

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

[2] Higher Education Institutions have to agree on the period of validity of this agreement

[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		School of Technology and Business Studies Mónica Martins mvmartins@estgp.pt varadinov@estgp.pt	http://www.ipportalegre.pt/html1/microguides/index.htm
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 **Departmental:** Assoc. Prof. Dr. Emel Esen Tel: +90 212 383 25 47 e-mail: yildizerasmus.mgmt@gmail.com	http://www.bologna.yildiz.edu.tr/

B. Mobility numbers[5] 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, 1st, 2nd or 3rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]
P PORTALEGRE01	TR ISTANBU07	041	Business	1,2	3*5=15

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[5] 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)

TR ISTANBU07	P PORTALEGRE01	041	Business Administration	1,2	3*5=15

*[*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 [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 *
P PORTALEGRE01	TR ISTANBU07	041	Business	5	5
TR ISTANBU07	P PORTALEGRE01	041	Business Administration	5	5

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[6]	
				Student Mobility for Studies	Staff Mobility for Teaching [Minimum

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[6]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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				[Minimum recommended level: B1]	recommended level: B2]
P PORTALEGRE01		Portuguese	English Spanish	B1	B2
TR ISTANBU07		English		B1	

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.]

D. Additional requirements

P PORTALE01:

For student mobility
Students from foreign partner institutions should contact the Departmental Coordinators or the Institutional Coordinator. Students have to post the application form, accompanied by a transcript of records (filled in by their home university) and Learning Agreement. Learning Agreement may be modified after arrival and discussion with faculty coordinator. The final version must be delivered not later than 5 weeks after arrival.

For teaching staff mobility
The *Teaching programme* or *Working programme* form duly filled in and signed by home university should be sent to the Departmental Coordinators or the Institutional Coordinator. Incoming teaching staff must be individually accepted by the School concerned, on the basis of the working plan and its adequacy to the teaching programme of the School concerned.

For non-teaching staff mobility
Incoming non-teaching staff must be individually accepted by the department, service or unit concerned, on the basis of the working plan and the availability of the department, service or unit concerned.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P PORTALEGRE01	May previous academic	November same academic

	year	year
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 2 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 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

The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year

prior to the academic year concerned. 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

It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[7]. 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.

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The grading scale ranges from 0 to 20, being 10 the minimum grade to be awarded a pass. Grade intervals: 11-12, Satisfactory; 13-14, Good; 15-17, Very Good; 18-20, Excellent. Each numeric grade awarded to a given curriculum unit is accompanied by a letter according to the European Scale of Comparability of Classifications (ESCC) based on the ECTS grading system. The letter awarded takes into account the grade average on that curriculum unit in the past 3 academic years covering at least 30 students and the percentage of successful students normally achieving that grade and can be one of the following: A (Excellent – outstanding performance with only minor errors); B (Very Good – above the average standard but with some errors); C (Good – generally sound work with a number of notable errors); D (Satisfactory – fair but with significant shortcomings); E (Sufficient – performance meets the minimum criteria); F (Fail – performance is below the minimum requirements).

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

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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
P PORTALE01	(please refer to contacts provided in Table A, above)	(please refer to websites provided in Table A, above)
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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P PORTALE01	(please refer to contacts provided in Table A, above)	(please refer to websites provided in Table A, above)
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

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:

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Institution [Erasmus code]	Contact details (email, phone)	Website for information
P PORTALE01	josepolainas@ipportalegre.pt	http://www.ipportalegre.pt/html1/about%20us.aspx http://www.ipportalegre.pt/sas/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
P PORTALE01	Joaquim Mourato, PhD President	14.04.18	
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy *Institutional Erasmus Coordinator*	19.06.2017	

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[8]Scanned signatures are accepted