



FEP
ECONOMIA E GESTÃO



Erasmus+ Programme

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

Inter-institutional agreement 2019-2020 **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 <i>Faculty of Economics and Administrative Sciences, Department of Business Administration</i>	TR ISTANBU07	<u>Institutional Coordinator:</u> Prof. Dr. Bayram Ali Ersoy Tel: +90 212 383 5650 erasmus@yildiz.edu.tr	www.yildiz.edu.tr www.eu.yildiz.edu.tr/en
		<u>Departmental Coordinator:</u> Assoc. Prof. Dr. Pınar Büyükbacı Tel: +90 212 383 25 46 pbillur@gmail.com	Course Catalogue: www.bologn.yildiz.edu.tr

UNIVERSIDADE DO PORTO FEP-Faculdade de Economia do Porto Rua Dr. Roberto Frias PT 4200-464 Porto PORTUGAL	P PORTO 02	Institutional Coordinator Mr. / Mrs. Barbara Costa Director of International Office Praça Gomes Teixeira, 4099-002, Porto-Portugal ☎ (+351) 220408034 ✉ international@reit.up.pt	http://www.fep.up.pt
		Faculty Local Coordinator Mrs. Prof. Dra. Ana Paula Ribeiro ☎ +351 225 571 100 ✉ aribeiro@fep.up.pt	http://www.fep.up.pt
		Administrative contact Donzelina Oliveira (OUT), Filipa Monteiro (IN) ☎ +351 225 571 100 ✉ erasmus@fep.up.pt; erasmus_in@fep.up.pt	http://www.fep.up.pt

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.]

Students:

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
TR ISTANBU07	P PORTO 02	0410	Business Administration	3 rd	1 student x 10 months	-----
P PORTO 02	TR ISTANBU07	0410	Business Administration	3 rd	1 student x 10 months	-----

Staff:

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
TR ISTANBU07	P PORTO 02	0410	Business Administration	1 staff x 1 week	Upon agreement
P PORTO 02	TR ISTANBU07	0410	Business Administration	1 staff x 1 week	Upon agreement

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	0410	Turkish	English	B1	B2
P PORTO 02	0410	Portuguese	English (where indicated)	English: B2 Portuguese: B2	C1

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

¹For 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

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 PORTO 02	Deadline for applications 1st semester/year: 31st May	Deadline for applications 2nd semester: 15th October

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>

2. Visa and Residence Permit

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.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
P PORTO 02	Mobility Unit ☎ +351 22 040 80 56 ✉ international@reit.up.pt	http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178
P PORTO 02	Mobility Unit ☎ +351 22 040 80 56 ✉ international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122275





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.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185
P PORTO 02	Mobility Unit ☎ +351 22 040 80 56 ✉ international@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122274

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Prof. Dr. Murat Sari <i>Institutional Vice-Coordinator</i>	05.03.2019	 
P PORTO 02	Prof. Dra. Ana Paula Ribeiro <i>Local Erasmus Coordinator</i>	21.02.2019	 

²Scanned signatures are accepted