**Inter-Institutional Agreement**

# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

**Key Action 1**
**Learning Mobility for Higher Education Students and Staff**
**among EU Member States and third countries associated to the Programme**

## Information on Digital Inter-Institutional Agreements

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

**Grading systems of the institutions**
Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

# Inter-Institutional Agreement

## Information about the higher education institutions

| Interinstitutional Agreement Partners | | | |
|---|---|---|---|
| **Partner HEI 1** | **Name of the institution (and department, where relevant)** | **SCHAC code** | **Erasmus code** |
| | YILDIZ TECHNICAL UNIVERSITY | yildiz.edu.tr | TR IS-TAN-BU07 |
| | **Partner Contact Details** | | |
| | **#** / **Full Name** / **Email** / **Phone** | | |
| | 1 / erasmus@yildiz.edu.tr / erasmus@yildiz.edu.tr / | | |
| | 2 / Erhan ÇENE / ecene@yildiz.edu.tr / | | |
| | 3 / Gökhan Özkaya / gozkaya@yildiz.edu.tr / | | |
| **Partner HEI 2** | **Name of the institution (and department, where relevant)** | **SCHAC code** | **Erasmus code** |
| | UNIVERSIDADE NOVA DE LISBOA, NOVA Information Management School | unl.pt | P LIS-BOA03 |
| | **Partner Contact Details** | | |
| | **#** / **Full Name** / **Email** / **Phone** | | |
| | 1 / Ana Sousa / erasmus@novaims.unl.pt / + 351 213 828 610 | | |
| | 2 / Hugo Caldeira / erasmus@novaims.unl.pt / + 351 213 828 610 | | |
| | 3 / Diego Costa Pinto (Erasmus Coordinator) / dpinto@novaims.unl.pt / + 351 213 828 610 | | |

| Approvals Table | | | |
|---|---|---|---|
| **SCHAC code** | **Name** | **Email** | **Date** |
| yildiz.edu.tr | Erhan ÇENE | ecene@yildiz.edu.tr | 2023-11-09T06:05:49Z |
| unl.pt | Ana Charruadas | erasmus@isegi.unl.pt | 2023-10-13T09:10:00Z |

 **Inter-Institutional Agreement**

## Partner 1 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

| Calendar | |
|---|---|
| **Incoming student nominations must reach the institution by:** | |
| **Autumn term [day/month]** | 04/30 |
| **Spring term [day/month]** | 09/30 |
| **Applications from incoming students must reach the institution by:** | |
| **Autumn term [day/month]** | 06/30 |
| **Spring term [day/month]** | 11/30 |

**The institution will send its decision within 4 weeks, and no later than 5 weeks.**

| Application procedure Information | | |
|---|---|---|
| **Contact email** | **Contact phone** | **Websites for information** |
| incoming@yildiz.edu.tr | +902123833932 | https://erasmus.yildiz.edu.tr/en |

| Additional requirements Information | | |
|---|---|---|
| **Academic requirements** | | |
| **ECTS completed** | **Subject area (ISCED)** | **EQF level** |
| **Requirement** | **Details** | **Website** |
| Other | Transcript | https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/How-to-Apply/822 |
| Other | Copy of Passport | https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/How-to-Apply/822 |
| Other | Learning Agreement | https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/How-to-Apply/822 |

| Inclusion and accessibility Information |
|---|
| |

# Inter-Institutional Agreement

The institution will provide support to incoming mobile participants with special needs, 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:

| Available infrastructure adjusted for people with: | Description of infrastructure | Contact details | Website for information |
|---|---|---|---|
| Infrastructure | Not present | | https://erasmus.yildiz.edu.tr /en |
| **Available support services for people with:** | **Description of infrastructure** | **Contact details** | **Website for information** |

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**Housing Information**

The 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 contact points and information sources:

| Contact email | Contact phone | Websites for information |
|---|---|---|
| incoming@yildiz.edu.tr | +902123833932 | https://erasmus.yildiz.edu.tr/page/16/Accom modation/474 |

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**Visa Information**

The institution 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:

| Contact email | Contact phone | Websites for information |
|---|---|---|
| incoming@yildiz.edu.tr | +902123833932 | https://erasmus.yildiz.edu.tr/page/16/Visa-an d-Residence-Permit/472 |

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**Insurance Information**

The institution 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:

| Contact email | Contact phone | Websites for information |
|---|---|---|
| incoming@yildiz.edu.tr | +902123833932 | https://erasmus.yildiz.edu.tr/page/16/Healt h-Insurance/473 |

| Additional Information | | | 5/12 |
| --- | --- | --- | --- |
| **Information on** | **Contact email** | **Contact phone** | **Website for information** |

**A Transcript of Records will be issued by the institution no later than 4 weeks after the assessment period has finished.**
**[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]**

# Inter-Institutional Agreement

## Partner 2 Factsheet Information

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

| Calendar | |
|---|---|
| **Incoming student nominations must reach the institution by:** | |
| **Autumn term [day/month]** | 05/31 |
| **Spring term [day/month]** | 11/01 |
| **Applications from incoming students must reach the institution by:** | |
| **Autumn term [day/month]** | 06/30 |
| **Spring term [day/month]** | 12/01 |

| Application procedure Information | | |
|---|---|---|
| **Contact email** | **Contact phone** | **Websites for information** |
| erasmus@unl.pt | +351 | https://www.unl.pt/ |

| Additional requirements Information | | |
|---|---|---|
| **Academic requirements** | | |
| **ECTS completed** | **Subject area (ISCED)** | **EQF level** |
| **Requirement** | **Details** | **Website** |

| Inclusion and accessibility Information | | | |
|---|---|---|---|
| The institution will provide support to incoming mobile participants with special needs, 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: | | | |
| **Available infrastructure adjusted for people with:** | **Description of infrastructure** | **Contact details** | **Website for information** |
| **Available support services for people with:** | **Description of infrastructure** | **Contact details** | **Website for information** |

# Inter-Institutional Agreement

| Housing Information |
|---|
| The 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 contact points and information sources: |

| Contact email | Contact phone | Websites for information |
|---|---|---|
| erasmus@unl.pt | +351 | https://www.unl.pt/ |

| Visa Information |
|---|
| The institution 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: |

| Contact email | Contact phone | Websites for information |
|---|---|---|
| erasmus@unl.pt | +351 | https://www.unl.pt/ |

| Insurance Information |
|---|
| The institution 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: |

| Contact email | Contact phone | Websites for information |
|---|---|---|
| erasmus@unl.pt | +351 | https://www.unl.pt/ |

| Additional Information | | | |
|---|---|---|---|
| Information on | Contact email | Contact phone | Website for information |

## Cooperation conditions

Terms of the agreement to be set for each agreement and approved by the institutions. (Information only accessible to the relevant parties)

**Student Mobility for Studies**

# Inter-Institutional Agreement

| Sending SCHAC | Sending Department | EQF level | Start Academic Year | End Academic Year |
|---|---|---|---|---|
| yildiz.edu.tr | | 6 | 2022/2023 | 2027/2028 |
| **Receiving SCHAC** | **Receiving Department** | **Blended Mobility option** | **Number of Students** | **Total Months Per Year** |
| unl.pt | NOVA Information Management School | NO | 2 | 10 |

**Subject Areas (ISCED)**

| # | Subject Area | Subject Area Clarification |
|---|---|---|
| 1 | 0410 | Business and administration |
| 2 | 0542 | Statistics |

**Language Skills**

| # | Language | Language Level | Subject Area | Subject Area Clarification |
|---|---|---|---|---|
| 1 | en | B1 | | |

**Sending Contact Details**

| # | Full Name | Email | Phone |
|---|---|---|---|
| 1 | erasmus@yildiz.edu.tr | erasmus@yildiz.edu.tr | |

**Receiving Contact Details**

| # | Full Name | Email | Phone |
|---|---|---|---|
| 1 | Ana Sousa | erasmus@novaims.unl.pt | + 351 213 828 610 |
| 2 | Hugo Caldeira | erasmus@novaims.unl.pt | + 351 213 828 610 |

**Other information regarding the terms of the agreement**

2 students x 5 months. The Board of NOVA IMS have determined a numerus clausus of 60 students per semester for mobility students. The selection criteria will be first come, first served, considering the agreed mobility numbers. Application Deadlines: Fall Semester or Whole Academic Year Students: Nominations from March 15th to May 31st; Applications and student documents July 1st. Spring Semester: Nominations: From August 1st to November 1st; Applications and student documents: December 1st. Some curricular units that need previous knowledge of statistics/econometrics or computing/programming requires previous approval in previous courses as pre-requirement of admission. Incoming students should present Copy of European Health Insurance Card, or equivalent Health Insurance valid for the all period of studies. NOVA IMS is prepared to receive students and staff with disabilities, but each case as to be individually analysed.

# Inter-Institutional Agreement

| Sending SCHAC | Sending Department | EQF level | Start Academic Year | End Academic Year |
|---|---|---|---|---|
| unl.pt | NOVA Information Management School | 6 | 2022/2023 | 2027/2028 |

| Receiving SCHAC | Receiving Department | Blended Mobility option | Number of Students | Total Months Per Year |
|---|---|---|---|---|
| yildiz.edu.tr | | NO | 2 | 10 |

**Subject Areas (ISCED)**

| # | Subject Area | Subject Area Clarification |
|---|---|---|
| 1 | 0410 | Business and administration |
| 2 | 0542 | Statistics |

**Language Skills**

| # | Language | Language Level | Subject Area | Subject Area Clarification |
|---|---|---|---|---|
| 1 | en | B1 | | |

**Sending Contact Details**

| # | Full Name | Email | Phone |
|---|---|---|---|
| 1 | Ana Sousa | erasmus@novaims.unl.pt | + 351 213 828 610 |
| 2 | Hugo Caldeira | erasmus@novaims.unl.pt | + 351 213 828 610 |

**Receiving Contact Details**

| # | Full Name | Email | Phone |
|---|---|---|---|
| 1 | incoming@yildiz.edu.tr | incoming@yildiz.edu.tr | |

**Student Mobility for Traineeships**

**Staff Mobility for Teaching**

# Inter-Institutional Agreement

| Sending SCHAC | Sending Department | Start Academic Year | End Academic Year |
|---|---|---|---|
| yildiz.edu.tr | | 2022/2023 | 2027/2028 |

| Receiving SCHAC | Receiving Department | Number of Staff | Total Days Per Year |
|---|---|---|---|
| unl.pt | NOVA Information Management School | 2 | 10.00 |

**Subject Areas (ISCED)**

| # | Subject Area | Subject Area Clarification | | |
|---|---|---|---|---|
| 1 | 0410 | Business and administration | | |
| 2 | 0542 | Statistics | | |

**Language Skills**

| # | Language | Language Level | Subject Area | Subject Area Clarification |
|---|---|---|---|---|
| 1 | en | B2 | | |

**Sending Contact Details**

| # | Full Name | Email | Phone |
|---|---|---|---|
| 1 | Gökhan Özkaya | gozkaya@yildiz.edu.tr | |
| 2 | Erhan ÇENE | ecene@yildiz.edu.tr | |

**Receiving Contact Details**

| # | Full Name | Email | Phone |
|---|---|---|---|
| 1 | Diego Costa Pinto (Erasmus Coordinator) | erasmus@novaims.unl.pt | + 351 213 828 610 |

| 2 | Sending SCHAC | Sending Department | Start Academic Year | End Academic Year |
|---|---|---|---|---|
| | unl.pt | NOVA Information Management School | 2022/2023 | 2027/2028 |
| | Receiving SCHAC | Receiving Department | Number of Staff | Total Days Per Year |
| | yildiz.edu.tr | | 2 | 10.00 |

**Subject Areas (ISCED)**

| # | Subject Area | Subject Area Clarification | | |
|---|---|---|---|---|
| 1 | 0410 | Business and administration | | |
| 2 | 0542 | Statistics | | |

**Language Skills**

| # | Language | Language Level | Subject Area | Subject Area Clarification |
|---|---|---|---|---|
| 1 | en | | | |

**Sending Contact Details**

| # | Full Name | | Email | Phone |
|---|---|---|---|---|
| 1 | Diego Costa Pinto (Erasmus Coordinator) | | erasmus@novaims.unl.pt | + 351 213 828 610 |

**Receiving Contact Details**

| # | Full Name | | Email | Phone |
|---|---|---|---|---|
| 1 | Erhan ÇENE | | ecene@yildiz.edu.tr | |
| 2 | Gökhan Özkaya | | gozkaya@yildiz.edu.tr | |

**Staff Mobility for Training**