 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.

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, Business Administration		yildiz.edu.tr	TR ISTAN-BU07
	Partner Contact Details			
	#	**Full Name**	**Email**	**Phone**
	1	Serdar Bozkurt	sbozkurt@yildiz.edu.tr	
	2	Murat Turhan	turhan@yildiz.edu.tr	
Partner HEI 2	**Name of the institution (and department, where relevant)**		**SCHAC code**	**Erasmus code**
	INSTITUTO POLITÉCNICO DE PORTALEGRE		ipportale-gre.pt	P POR-TALE01
	Partner Contact Details			
	#	**Full Name**	**Email**	**Phone**
	1	Maria José D'Ascensão (Coordinator International Relations Office)	gri@ipportalegre.pt	
	2	Luís Batista (Coordinator of the International Relations Office of the School of Technology and Management)	gri.estg@ipportalegre.pt	

Approvals Table			
SCHAC code	**Name**	**Email**	**Date**
yildiz.edu.tr	Serdar Bozkurt	sbozkurt@yildiz.edu.tr	2024-02-15T13:44:14Z
ipportalegre.pt	Maria José D'Ascensão	mariajma@ipportalegre.pt	2024-02-15T12:12:48Z

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

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**

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/Accommodation/474

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-and-Residence-Permit/472

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/Health-Insurance/473

Additional Information			5/14
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]

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]	15/05
Spring term [day/month]	15/11
Applications from incoming students must reach the institution by:	
Autumn term [day/month]	31/05
Spring term [day/month]	30/11

The institution will send its decision within 2 weeks, and no later than 5 weeks.

Application procedure Information		
Contact email	**Contact phone**	**Websites for information**
gri@ipportalegre.pt	+351245301500	https://www.ipportalegre.pt/pt/internacionalizacao/cooperacao-e-mobilidade-internacional/programa-erasmus/

Additional requirements Information		
Academic requirements		
ECTS completed	**Subject area (ISCED)**	**EQF level**
Requirement	**Details**	**Website**
Other	All requirements are listed on our website.	https://www.ipportalegre.pt/pt/internacionalizacao/cooperacao-e-mobilidade-internacional/programa-erasmus/

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

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
josepolainas@ipportalegre.pt	+351245301500	https://www.ipportalegre.pt/pt/internacionalizacao/gri/

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
josepolainas@ipportalegre.pt	+351245301500	https://www.ipportalegre.pt/pt/internacionalizacao/gri/

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
josepolainas@ipportalegre.pt	+351245301500	https://www.ipportalegre.pt/pt/internacionalizacao/gri/

Additional Information

Information on	Contact email	Contact phone	Website for information
Other useful information	gri@ipportalegre.pt	+351245301500	https://www.ipportalegre.pt/pt/internacionalizacao/cooperacao-e-mobilidade-internacional/programa-erasmus/

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

Cooperation conditions

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

<table>
<tr><td colspan="6">Student Mobility for Studies</td></tr>
<tr><td rowspan="30">1</td><td>Sending SCHAC</td><td>Sending Department</td><td>EQF level</td><td>Start Academic Year</td><td>End Academic Year</td></tr>
<tr><td>yildiz.edu.tr</td><td></td><td>67</td><td>2022/2023</td><td>2028/2029</td></tr>
<tr><td>Receiving SCHAC</td><td>Receiving Department</td><td>Blended Mobility option</td><td>Number of Students</td><td>Total Months Per Year</td></tr>
<tr><td>ipportale-gre.pt</td><td></td><td>YES</td><td>3</td><td>30</td></tr>
<tr><td colspan="5">Subject Areas (ISCED)</td></tr>
<tr><td>#</td><td>Subject Area</td><td colspan="3">Subject Area Clarification</td></tr>
<tr><td>1</td><td>0410</td><td colspan="3">Business and administration</td></tr>
<tr><td colspan="5">Language Skills</td></tr>
<tr><td>#</td><td>Language</td><td>Language Level</td><td>Subject Area</td><td>Subject Area Clarification</td></tr>
<tr><td>1</td><td>en</td><td>B1</td><td></td><td></td></tr>
<tr><td colspan="4">Receiving Contact Details</td><td></td></tr>
<tr><td>#</td><td colspan="2">Full Name</td><td>Email</td><td>Phone</td></tr>
<tr><td>1</td><td colspan="2">Luís Batista (Coordinator of the International Relations Office of the School of Technology and Management)</td><td>gri.estg@ipportalegre.pt</td><td></td></tr>
<tr><td>2</td><td colspan="2">Maria José D'Ascensão (Coordinator International Relations Office)</td><td>gri@ipportalegre.pt</td><td></td></tr>
</table>

Inter-Institutional Agreement

2	Sending SCHAC	Sending Department	EQF level	Start Academic Year	End Academic Year
	ipportale-gre.pt		67	2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Blended Mobility option**	**Number of Students**	**Total Months Per Year**
	yildiz.edu.tr		YES	3	30

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification		
1	0410	Business and administration		

Language Skills

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

Sending Contact Details

#	Full Name	Email	Phone
1	Luís Batista (Coordinator of the International Relations Office of the School of Technology and Management)	gri.estg@ipportalegre.pt	
2	Maria José D'Ascensão (Coordinator International Relations Office)	gri@ipportalegre.pt	

Student Mobility for Traineeships

Staff Mobility for Teaching

Inter-Institutional Agreement

<table>
<tr><td rowspan="18">1</td><td>Sending SCHAC</td><td>Sending Department</td><td colspan="2"></td><td>Start Academic Year</td><td>End Academic Year</td></tr>
<tr><td>yildiz.edu.tr</td><td></td><td colspan="2"></td><td>2022/2023</td><td>2028/2029</td></tr>
<tr><td>Receiving SCHAC</td><td>Receiving Department</td><td colspan="2"></td><td>Number of Staff</td><td>Total Days Per Year</td></tr>
<tr><td>ipportalegre.pt</td><td></td><td colspan="2"></td><td>3</td><td>21.00</td></tr>
<tr><td colspan="6">Subject Areas (ISCED)</td></tr>
<tr><td>#</td><td>Subject Area</td><td colspan="4">Subject Area Clarification</td></tr>
<tr><td>1</td><td>0410</td><td colspan="4">Business and administration</td></tr>
<tr><td colspan="6">Language Skills</td></tr>
<tr><td>#</td><td>Language</td><td>Language Level</td><td colspan="2">Subject Area</td><td>Subject Area Clarification</td></tr>
<tr><td>1</td><td>en</td><td>B2</td><td colspan="2"></td><td></td></tr>
<tr><td colspan="5">Receiving Contact Details</td><td></td></tr>
<tr><td>#</td><td colspan="2">Full Name</td><td colspan="2">Email</td><td>Phone</td></tr>
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Inter-Institutional Agreement

	Sending SCHAC	Sending Department		Start Academic Year	End Academic Year
2	ipportalegre.pt			2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**		**Number of Staff**	**Total Days Per Year**
	yildiz.edu.tr			3	21.00

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	0410	Business and administration

Language Skills

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

Sending Contact Details

#	Full Name	Email	Phone
1	Luís Batista (Coordinator of the International Relations Office of the School of Technology and Management)	gri.estg@ipportalegre.pt	
2	Maria José D'Ascensão (Coordinator International Relations Office)	gri@ipportalegre.pt	

Staff Mobility for Training

Inter-Institutional Agreement

<table>
<tr><td rowspan="15">1</td><td>Sending SCHAC</td><td colspan="2">Sending Department</td><td colspan="2">Start Academic Year</td><td>End Academic Year</td></tr>
<tr><td>yildiz.edu.tr</td><td colspan="2"></td><td colspan="2">2022/2023</td><td>2028/2029</td></tr>
<tr><td>Receiving SCHAC</td><td colspan="2">Receiving Department</td><td colspan="2">Number of Staff</td><td>Total Days Per Year</td></tr>
<tr><td>ipportalegre.pt</td><td colspan="2"></td><td colspan="2">3</td><td>21.00</td></tr>
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Inter-Institutional Agreement

<table>
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</table>

	Sending SCHAC	Sending Department	Start Academic Year	End Academic Year
	ipportalegre.pt		2022/2023	2028/2029
	Receiving SCHAC	**Receiving Department**	**Number of Staff**	**Total Days Per Year**
	yildiz.edu.tr		3	21.00

Subject Areas (ISCED)

#	Subject Area	Subject Area Clarification
1	0410	Business and administration

Language Skills

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

Sending Contact Details

#	Full Name	Email	Phone
1	Luís Batista (Coordinator of the International Relations Office of the School of Technology and Management)	gri.estg@ipportalegre.pt	
2	Maria José D'Ascensão (Coordinator International Relations Office)	gri@ipportalegre.pt	