



# Erasmus+ Programme

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

## Inter-institutional agreement 2016-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	<b>Institutional:</b> Assoc.Prof.Dr. Bayram Ali Ersoy ( <i>Institutional Erasmus Coordinator</i> ) Tel: +90 212 383 5650 E-mail: <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>Departmental:</b> Assoc.Prof.Dr. Fazıl Kayıkçı Tel: +90 212 383 6818 E-mail: <a href="mailto:fkayikci@hotmail.com">fkayikci@hotmail.com</a>	
Universidade da Beira Interior	P COVILHA01	<b>Institutional:</b> Prof. Doutor João Manuel Messias Canavilhas – Vice Rector and Erasmus+	<a href="http://www.ubi.pt">www.ubi.pt</a>

		<p>Institutional Coordinator</p> <p>Convento de Santo António – 6201-001 Covilhã – Portugal</p> <p>Tel.: +351275242056</p> <p>Email: <a href="mailto:erasmus.mobilidade@ubi.pt">erasmus.mobilidade@ubi.pt</a></p>	
		<p><b>Departmental:</b></p> <p>Prof. Doutor Pires Manso</p> <p>Faculdade Ciências Sociais e Humanas – Pólo I</p> <p>Estrada do Sineiro</p> <p>6201-001 Covilhã – Portugal</p> <p>Tel: +351275319656</p> <p>Email: <a href="mailto:pmanso@ubi.pt">pmanso@ubi.pt</a></p>	

### 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 ISTANBU07	P COVILHA0 1	Economics		1	4x5	Only by individual agreement
P COVILHA 01	TR ISTANBU07	Economics		1	4X5	Only by individual agreement

[total number of  
months of the  
study periods or  
average  
duration\*]

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 COVILHA01		Economics	1x5 (8h)	1x5 (8h)
P COVILHA0 1	TR ISTANBU07		Economics	1x5 (8h)	1x5 (8h)

*[total number of days  
of teaching periods or  
average duration \*]*

### 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 recommen ded level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2
P COVILHA01		Portuguese	English	B1	B2

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

#### TR ISTANBU07:

<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>

## P COVILHA01:

The University of Beira Interior has The "Erasmus Student Network (ESN)". The ESN Covilha is an international nonprofit organization. Its mission is to represent the international students, providing opportunities for cultural knowledge and personal development based on the principle of mutual aid of the students. ESN is active in 36 countries and is constituted by 12,000 members of 396 sections, which work voluntarily with the Universities providing service to 150,000 students. They will help incoming students with practical issues such as, registration procedures, open a bank account, etc.

Language courses: During the academic year, Portuguese language lectures will take place twice a week. Each student is welcome to attend this language course. It is a way to develop the autonomy and the Portuguese language knowledge of each student.

The University of Beira Interior welcomes students and staff with disabilities and provides an information and assistance center.

## 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 COVILHA01	June, 30 <sup>th</sup>	October, 31 <sup>st</sup>

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>

#### **P COVILHA01:**

[https://www.ubi.pt/Entidade.aspx?id=ECTS Information Package Course Catalogue](https://www.ubi.pt/Entidade.aspx?id=ECTS%20Information%20Package%20Course%20Catalogue)

### ECTS grading scale:

ECTS Grade	Portuguese	Definitio	
A	18-20	Excellent	Best 10%
B	16-17	Very	Next 25%
C	14-15	Good	Next 30%
D	10-13	Adequate	Next 25%
E	<10	Fail	Next 10%

### 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 ISTANB U07		<a href="http://www.goc.gov.tr/main/Eng_3">http://www.goc.gov.tr/main/Eng_3</a> <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>
P COVILH A01	Dra. Sofia Lemos Office of Internationalization, Internships and Careers	<a href="https://www.ubi.pt/Entidade.aspx?id=ECTS%20Information%20Package%20Course%20Catalogue">https://www.ubi.pt/Entidade.aspx?id=ECTS Information Package Course Catalogue</a>

	Tel.: +351275242056  Email: <a href="mailto:erasmus.mobilidade@ubi.pt">erasmus.mobilidade@ubi.pt</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07		<a href="http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749">http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749</a>  <a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a>
P COVILHA01	Dra. Sofia Lemos Office of Internationalization, Internships and Careers Tel.: +351275242056 Email: <a href="mailto:erasmus.mobilidade@ubi.pt">erasmus.mobilidade@ubi.pt</a>	<a href="https://www.ubi.pt/Entidade.aspx?id=ECTS%20Information%20Package%20Course%20Catalogue">https://www.ubi.pt/Entidade.aspx?id=ECTS Information Package Course Catalogue</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	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/en/sayfa/8/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/en/sayfa/8/Erasmus-Student-Network/185</a>
P COVILHA01	D. Filomena Dias	<a href="https://www.ubi.pt/Entidade.aspx?id=E">https://www.ubi.pt/Entidade.aspx?id=E</a>

	Tel.: +351275319700 (ext. 2802). Email: <a href="mailto:fdias@ubi.pt">fdias@ubi.pt</a>	CTS_Information_Package_Course_Catalogue or <a href="https://www.ubi.pt/Entidade.aspx?id=SA">https://www.ubi.pt/Entidade.aspx?id=SA</a> SUBI Alojamento
--	--	---

**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>	22 MAR 2016	 
P COVILHA01	Vice Rector and Erasmus+ Institutional Coordinator Prof. Doutor João Manuel Messias Canavilhas	10/03/2016	 

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