



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 **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	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (Institutional Erasmus Coordinator) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Departmental: Asst.Prof.Dr. Tugba Efendigil (Departmental Erasmus Coordinator) Tel: +90 212 383 2905 E-mail: tugbae@yildiz.edu.tr	

Polytechnic Institute of Coimbra	P COIMBRA02	Institutional: Nuno Ferreira - Vice-President/International Relations Coordinator Av. Dr. Marnoco e Sousa, nº30, 3000-271 Coimbra, Portugal Phone: +351 239791250 e-mail: dga.sri@ipc.pt	http://www.ipec.pt/servicos/ri/?view=1
		Departmental: Helga Guincho Instituto Superior de Engenharia de Coimbra Rua Pedro Nunes- Quinta da Nora 3030-199 Coimbra, Portugal	

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
TR	PT	54	Manufacturing and processing, ERA-06.6	1 st , 2 nd	2 students * 5 months/student = 10 months	Only by individual agreement
PT	TR	54	Manufacturing and processing, ERA-06.6	1 st , 2 nd	2 students * 5 months/student = 10 months	Only by individual agreement

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training
TR	PT	54	Manufacturing and processing, ERA-06.6	2 staff * 5 days/staff = 10 days	2 staff * 5 days/staff = 10 days
PT	TR	54	Manufacturing and processing, ERA-06.6	2 staff * 5 days/staff = 10 days	2 staff * 5 days/staff = 10 days

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 <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07		English		B1	B2
P COIMBRA02		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:

¹ 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>

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 COIMBRA02	15 July	30 December

2. The receiving institution will send its decision within [4] weeks.

P COIMBRA02 will send its decision within [5] 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]*

A Transcript of Records will be issued by P COIMBRA02 no later than [5] weeks after the assessment period has finished at the receiving HEI.

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>

POLYTECHNIC INSTITUTE OF COIMBRA (P Coimbra02)

In the Portugal university/polytechnic system each course unit is graded on a scale from 0 to 20 points. The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme. The lowest passing grade is 10.

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
P COIMBRA02	ri@isec.pt +351239790206	

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.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
P COIMBRA02	ri@isec.pt +351239790206	



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.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
P COIMBRA02	ri@isec.pt +351239790206	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	23 JAN 2014	 YILDIZ TECHNICAL UNIVERSITY since 1911
P COIMBRA02	Prof. Doutor Nuno Ferreira, Vice-President/International Relations Coordinator	20/01/14	 INSTITUTO POLITÉCNICO DE COIMBRA SERVIÇOS DA PRESIDÊNCIA

² Scanned signatures are accepted