



Erasmus+ Programme

- 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)
Yildiz Technical University	TR ISTANBU07	Erasmus Institutional Coordinator: Assoc.Prof.Dr. Bayram Ali Ersoy Tel: +90 212 383 2069 Fax: +90 212 383 7192 E-mail: erasmus@yildiz.edu.tr Departmental Coordinator: Control and Automation Engineering Dr. Fatma Yildiz Tascikaraoglu E-mail: fayildiz@yildiz.edu.tr
University of Coimbra	P COIMBRA01	UNIVERSIDADE DE COIMBRA UNIVERSITY OF COIMBRA P COIMBRA01 Filomena Marques de Cavalho, ERASMUS Institutional Coordinator DRI - International Relations Unit

		University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 E-mail: dri@uc.pt Teresa Silva, Incoming Students, mteresa@uc.pt Ana Isabel Ferreira, Outgoing Students, anisabel@uc.pt Teaching Staff / Staff Exchange, dri.mobilidade@uc.pt Bilateral agreements: dri.projects@uc.pt
Faculty of Science and Technology (FCTUC) Department of Electrical and Computer Engineering (DEEC)		ERASMUS Departmental Coordinator: Prof. António Paulo Mendes Breda Dias Coimbra Tel: +351 239 796 200, +351 239 796 322 Fax: +351 239 796 247 acoimbra@deec.uc.pt

B. Mobility numbers per academic year

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR ISTANBU07	P COIMBRA01	0714	Electronics and automation	1 st , 2 nd , 3 rd	2 x 11 months	Only by individual agreement
P COIMBRA01	TR ISTANBU07	0714	Electronics and automation	1 st , 2 nd , 3 rd	2 x 11 months	Only by individual agreement

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR ISTANBU07	P COIMBRA01	0714	Electronics and automation	2 persons for 1-2 weeks (8 teaching hours per week minimum)	
P COIMBRA01	TR ISTANBU07	0714	Electronics and automation	2 persons for 1-2 weeks (8 teaching hours per week minimum)	

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies	Staff Mobility for Teaching
TR ISTANBU07	0714	English	Turkish	B1	B2
P COIMBRA01	0714	Portuguese	English	B2	C1

D. Additional requirements:

TR ISTANBU07:

1. Semester dates:

http://www.bologna.yildiz.edu.tr/index.php?r=institution/academic_calendar

2. Contact for students with disabilities:

<http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

3. Departmental Coordinators of Yildiz Technical University:

<http://www.eu.yildiz.edu.tr/ab/category.php?id=20>

P COIMBRA01:

1. Semester dates:

<http://www.uc.pt/en/academicos/calendario>

2. Contact for students with disabilities:

The University of Coimbra offers counselling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if

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>

needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo, Largo de D. Dinis, Apartado 3026, 3001-401 Coimbra

Tel: +351 239 857000, E-mail: nia@sas.uc.pt

[http://www.uc.pt/en/sasuc/Quick search/Integration Counselling/nee](http://www.uc.pt/en/sasuc/Quick%20search/Integration%20Counselling/nee)

3. Departmental Coordinators of University of Coimbra:

http://www.uc.pt/en/ects/info_inst/coord_dept

<http://www.uc.pt/en/academicos/calendario>

E. Calendar

1. All application documents for 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 COIMBRA01,	Deadline to submit online applications: July, 15	Deadline to submit online applications: December, 15
	• Partner institutions should send nominations to Regina Freitas dri.intstudy@uc.pt • Online applications at: http://www.uc.pt/en/driic/estudantesIN/CandidatIN/	

TR ISTANBU07:

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 3 weeks after the assessment period has finished at the receiving HEI and provided the student submitted all his assessment papers at the International Office.

P COIMBRA01:

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI and provided the student submitted all his assessment papers at the International Office.

4. Termination of the agreement

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. 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 COIMBRA01:

http://www.uc.pt/en/ects/info_inst/sq-ma/

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	https://www.konsolosluk.gov.tr/eKonsolosluk/Sayfalar/Visa
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/

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 COIMBRA01,	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/

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 COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	www.uc.pt/go/accommodation

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	27 APR 2016	
P COIMBRA01	Teresa Manuela Martins Antunes Head of the Administration	4/5/16	

² Scanned signatures are accepted