



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

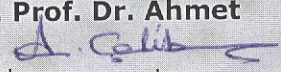
The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

¹Inter-institutional agreements can be signed by two or more higher education Institutions

²Higher Education Institutions have to agree on the period of validity of this agreement

³Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Universidade de Coimbra	P COIMBRA01	<p>Filomena Marques de Cavalho, ERASMUS Institutional Coordinator dri@uc.pt</p> <p>Ana Machado Teaching Staff / Staff Exchange dri.mobilidade@uc.pt</p> <p>Regina Freitas Incoming Students dri.intstudy@uc.pt</p> <p>Sofia de Jesus Outgoing Students dri.intinfo@uc.pt</p> <p>bilateral agreements: dri.projects@uc.pt inespratas@uc.pt</p>	<p>International: http://www.uc.pt/en/driic</p> <p>Information for incoming students: http://www.uc.pt/en/driic/mobilidade/in/</p> <p>Course Catalogue: http://www.uc.pt/en/ects/catalogo</p> <p>Academic Calendar: http://www.uc.pt/en/ects/info_inst/calendario_academico/</p>
Faculty Information		<p>Ana Amaro</p> <p>Departmental Coordinator ana.amaro@dem.uc.pt</p>	www.uc.pt/fctuc
Yildiz Teknik Universitesi	TR ISTANBU07	<p>Assoc.Prof.Dr. Bayram Ali Ersoy ERASMUS Institutional Coordinator Tel: +90 212 383 2069 erasmus@yildiz.edu.tr</p> <p>Assist. Prof. Dr. Ahmet Celik  Bilateral agreements Departmental Coordinator Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2906 ahmetcelik6141@gmail.com</p>	

⁴Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<p>Partner Institution Faculty Information</p>		<p>Assist. Prof. Dr. Berna Bolat Departmental Coordinator Outgoing students Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2951 balpan@yildiz.edu.tr</p> <p>Research Assistant. Dr. Binnur Sagbas Departmental Coordinator Incoming students and Incoming staffs Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2806 bzeybek@yildiz.edu.tr</p> <p>Research Assistant. Dr. Orkun Ozener Departmental Coordinator Incoming students and Incoming staffs Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2900 oozener@yildiz.edu.tr</p> <p>Research Assistant Asli Gunay Departmental Coordinator Incoming students and Incoming staffs Yildiz Technical University Mechanical Engineering Department Tel: +90 212 383 2959 gunay@yildiz.edu.tr</p>	
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B. Mobility numbers⁵ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P COIMBRA01	TR ISTANBU07	521	Mechani cal Engineer ing	1 st 2 nd or 3 rd	2 students- 18 months	
TR ISTANBU07	P COIMBRA01	521	Mechani cal Engineer ing	1 st 2 nd or 3 rd	4 students- 40 months	

*[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

⁵Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P COIMBRA01	TR ISTANBU07				
TR ISTANBU07	P COIMBRA01	521	Mechanica l Engineeri ng	1 staff -5 days	2 staffs -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	Languag e of instruc- tion 1	Languag e of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COIMBRA01	Mechanical Engineering	Portuguese		B1	
TR ISTANBU07	Mechanical Engineering	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].

⁶For 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>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

P COIMBRA01:

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- The University of Coimbra offers counseling 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 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
Telephone: +351 239 857000
E-mail: atped@dtp.uc.pt

http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P COIMBRA01	June, 1st	November 1st
TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December

[* to be adapted in case of a trimester system]

Partner institutions should send nominations to Regina Freitas dri.intstudy@uc.pt
Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

2. The receiving institution will send its decision within **6** 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. *[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

P COIMBRA01 :

Grading systems of the institutions

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

Grade	Meaning	Comments	Estimated corresponding ECTS grade
18-20	excellent	Knowledge of the student is significantly higher than the estimated normal level.	A
16-17	Very good	Knowledge corresponds to the highest expected level.	A
14-15	good	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	B
11-13	satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	C
10	almost satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	D
9-1	unsatisfactory	Marks of different levels for students whose records are below the expected.	Fail

TR ISTANBU07:

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

⁷http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

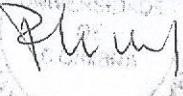

4. Housing

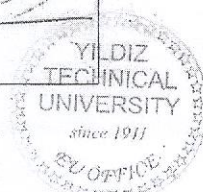
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA01		www.uc.pt/go/accommodation
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P COIMBRA01	Ms. Filomena Marques de Carvalho ERASMUS Institutional Coordinator	19.12.2013	
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy Institutional Erasmus Coordinator	09.12.2013	



⁸Scanned signatures are accepted