



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2018/19-2020/21<sup>2</sup> 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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITÉCNICO DE TOMAR	P TOMAR01	Maria Catroga International Relations Office/Gabinete de Relações Internacionais Estrada da serra – Quinta do Contador, 2300 – 313 - Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a> <a href="mailto:c.catroga@ipt.pt">c.catroga@ipt.pt</a>	<a href="http://www.gri.ipt.pt">http://www.gri.ipt.pt</a>
		Prof.Dr.Bayram Ali Ersoy	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

YILDIZ TECHNICAL UNIVERSITY	TR ISTANBU07	<b>Institutional Coordinator</b> +90 212 383 56 50/55 <a href="mailto:erasmus@yildiz.edu.tr">erasmus@yildiz.edu.tr</a>  Dr. İsmail Erim Gülaçtı <b>Departmental Coordinator</b> +90 212 383 5002, <a href="mailto:egulacti@yildiz.edu.tr">egulacti@yildiz.edu.tr</a>	<a href="http://www.eu.yildiz.edu.tr/en">www.eu.yildiz.edu.tr/en</a>  <a href="http://www.bologna2018.yildiz.edu.tr">www.bologna2018.yildiz.edu.tr</a>
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## B. Mobility numbers<sup>4</sup> per 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P TOMAR01	TR ISTANBU07	0213	Arts (Photography and Video)	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 = 10	Only by individual agreement
TR ISTANBU07	P TOMAR01	0213	Arts (Photography and Video)	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 = 10	Only by individual agreement

[\*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.]

<sup>4</sup> Mobility 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	Staff Mobility for Training *
[total number of days of teaching periods or average duration*]					
P TOMAR01	TR ISTANBU07	0213	Arts (Photography and Video)	2 x 5 = 10	2 x 5 = 10
TR ISTANBU07	P TOMAR01	0213	Arts (Photography and Video)	2 x 5 = 10	2 x 5 = 10

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P TOMAR01		Portuguese	English	English: B1	English: B2
TR ISTANBU07	Any	English	Turkish	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

<sup>5</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>

## D. Additional requirements

### TR ISTANBU07

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module:  
<https://ytuerasmus.yildiz.edu.tr/>
- YTU provides infrastructure for welcoming students and staff with disabilities.

### P TOMAR01

**P TOMAR01:** The candidates with disabilities can only be accepted after the consultation with the International Relations Office of IPT

## 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 TOMAR01	Preferably the previous Semester	Preferably the previous Semester
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

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

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.
4. Termination of the agreement

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

**P TOMAR01:** <http://www.gri.ipt.pt>

### TR ISTANBU07

For details please visit: <http://www.bologna2018.yildiz.edu.tr/index.php?r=institution/grading>

90-100	AA	4.00
80-89	BA	3.50
70-79	BB	3.00
60-69	CB	2.50
50-59	CC	2.00
40-49	DC	1.50
30-39	DD	1.00
20-29	FD	0.50
0-19	FF	0.00
NA	F0	0.00

### 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 TOMAR01	International Relations Office/Gabinete de Relações Internacionais Estrada da Serra – Quinta do Contador, 2300-313 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">www.gri.ipt.pt</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a> +90 212 383 5655	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178</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
P TOMAR01		
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a> +90 212 383 5655	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178">http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178</a>


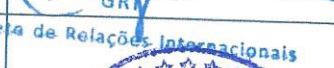

### 4. Housing

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
P TOMAR01	International Relations Office/Gabinete de Relações Internacionais Estrada da Serra – Quinta do Contador, 2300- 313 Tomar Portugal Phone: +351249346363 Fax: +351249346366 <a href="mailto:gri@ipt.pt">gri@ipt.pt</a>	<a href="http://www.gri.ipt.pt">http://www.gri.ipt.pt</a>
TR ISTANBU07	<a href="mailto:incoming@yildiz.edu.tr">incoming@yildiz.edu.tr</a> +90 212 383 5655	<a href="http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185">http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P TOMAR01	Eugénio Almeida, President		 GRI
TR ISTANBU07	Prof.Dr.Bayram Ali Ersoy Institutional Coordinator	01.08.2018	 Gabinete de Relações Internacionais 

<sup>6</sup>Scanned signatures are accepted