



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

1

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2021/2022]	[2021]
End of validity	[2028/2029]	[2027]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
UNIVERSIDADE DE COIMBRA Faculty of Arts and Humanities Dept. of Languages, Literatures and Cultures	P COIMBRA01	ERASMUS Institutional Coordinator Liliana Moreira DRI - International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis 3000-143 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt Academic Coordinator Anglo-American Studies Prof. Maria José Canelo Email: mcanelo@uc.pt	Website: http://www.uc.pt/en/drii c Information for Incoming students: http://www.uc.pt/en/drii c/mobllidade/in/ Course Catalogue: http://www.uc.pt/en/ects /catalogo Academic Calendar: http://www.uc.pt/en/ects /info_inst/calendario_aca demico/
Yildiz Technical University	TR ISTANBU07	Murat Turhan, PhD <i>Institutional Coordinator</i> +90 212 383 39 40 erasmus@yildiz.edu.tr bilateralagreements@yildiz.edu.tr <i>Departmental Coordinator</i> Asst. Prof. Dr. Semin Kazazoğlu Tel: +90 212 383 48 53 E-mail: semink@yildiz.edu.tr Yildiz Technical University	www.yildiz.edu.tr www.eu.yildiz.edu.tr/en Course Catalogue: www.bologna.yildiz.edu.tr r http://www.bologna.yildiz.edu.tr/index.php?r=program/view&id=96&aid=21&yw2=en_us

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Faculty of Education English Language Teaching Department Davutpaşa Campus, B121, 34165 Esenler / İstanbul /Turkey	http://www.yde.yildiz.edu.tr/en
--	--	--	---

B. Mobility numbers³ 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 (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
P COIMBRA 01	TR ISTANBU 07	0231	Language acquisition	1 st , 2 nd	1	5 months	Upon individual agreement	-
TR ISTANBU 07	P COIMBRA 01	0231	Language acquisition	1 st , 2 nd	1	5 months	Upon individual agreement	-

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM	TO	Subject	Subject	Number of staff mobility periods
------	----	---------	---------	----------------------------------

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>area code</i> (optional)* [ISCED]	<i>area name</i> (optional)*	Staff Mobility for Teaching <i>[total number of staff]</i>	Staff Mobility for Teaching <i>[total number of days]</i>	<i>Staff Mobility for Training</i> (optional)* <i>[total number of staff]</i>	<i>Staff Mobility for Training</i> (optional)* <i>[total number of days]</i>
P COIMBRA 01	TR ISTANBU 07	0231	Language acquisition	1	5 days	-	-
TR ISTANBU 07	P COIMBRA 01	0231	Language acquisition	1	5 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]	<i>Optional: Subject area</i>	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
P COIMBRA01		Portuguese	English (where available)	Portuguese: B1 (min) English: B2 (min)	English: B2 (min)
TR ISTANBU07		Turkish	English	B1	B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
---	-----------------------------	-----------------------------

⁴ 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 COIMBRA01	N/A	N/A
TR ISTANBU07	N/A	N/A

- Partner institutions should send nominations to: dri.intstudy@uc.pt

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
P COIMBRA01	Deadline to submit online applications: July, 15	Deadline to submit online applications: December, 15
TR ISTANBU07	Online Application Period 15th May-15th July Application deadline: 30th July	Online Application Period 15th October-15th December Application deadline: 30th January

The receiving institution will send its decision within **6 weeks**.

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
P COIMBRA01	dri.intstudy@uc.pt	https://www.uc.pt/en/driic/estudantesIN/CandidatIN/

E. Additional requirements

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 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 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, 3000-143 Coimbra

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

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

Incoming teaching staff must be individually accepted by a member of staff of the host Faculty/Department.

Incoming non-teaching staff must be individually accepted by the department/service/unit concerned, based on the proposed working plan and the availability of the aimed host department/service/unit.

TR ISTANBU07:

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

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
P GOIMBRA01			nia@sas.uc.pt	http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee
Institution 2	- Reduced mobility - Hearing impairments - Visual impairments - ...			

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
P COIMBRA01			nia@sas.uc.pt	http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee
Institution 2	-Reduced mobility - Hearing impairments - Visual impairments			

F. Information

1. 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	Núcleo de Alojamentos (Social Services of UC) Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	International and mobility students may book their own accommodation at the students' residences of the UC or private lodging offers included in the online accommodation platform of the University of Coimbra available at www.uc.pt/go/accommodation
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Erasmus-Student-Network/185 https://yildiz.esnturkey.org/accommodation

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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/ap/
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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.eu.yildiz.edu.tr/sayfa/17/Visa,-Residence-Permit,-Insurance/178

4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
P COIMBRA01	Assessing methods and grading systems: https://www.uc.pt/en/ects/info_inst/sq-ma/		
TR ISTANBU07	Assessing methods and grading systems: http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading		

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.



Termination of the agreement

This Collaboration Agreement may be terminated on the following grounds:

- End of the stipulated period of validity.
- Mutual agreement between the parties.
- Written notice of termination with 6 months in advance, provided the termination shall not become effective until the end of the stay of the students enrolled in both institutions on the date of notification.

[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."]

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
P GOIMBRA01	Prof. João Nuno Calvão da Silva Vice-Rector for International Relations and Alumni	25.06 2022	
TR ISTANBU07	Murat Turhan, PhD Institutional Coordinator		

⁵ Scanned signatures are accepted

