

Erasmus+ Programme

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

Inter-institutional¹ agreement 2015-2020² 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.

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)
ESAD - Superior de Artes e Design Matosinhos	P MATOSIN01	Antonino Jorge (Mr), International Coordinator antoninojorge@esad.pt	Application process: http://www.esad.pt/pt/internacional/incoming Study Guide and Course: http://www.esad.pt/en/courses
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator: Name: Irmak Olcay Email: iolcay@gelisim.edu.tr Phone: +902124337020 ext.249	http://en.gelisim.edu.tr/programmes.php

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

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

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

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



B. Mobility numbers⁵ per academic year

This agreement is valid for the academic years 2014-2020

[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 MATOSIN01	TR ISTANBU32	213	Media / Communication	1 st / 2nd	1x5 months	
P MATOSIN01	TR ISTANBU32	214	Design (Interior Architecture, Industrial Design) / Design (Product Design, Interior Design)	1 st / 2nd	1x5 months	
TR ISTANBU32	P MATOSIN01	213	Media / Communication	1 st / 2nd	1x5 months	
TR ISTANBU32	P MATOSIN01	214	Design (Interior Architecture, Industrial Design) / Design (Product Design, Interior Design)	1 st / 2nd	1x5 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.]

FROM [Erasmus	TO [Erasmus	Subject area	Subject area name *	Number of staff mobility periods
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⁵ 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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]		Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
P MATOSIN01	TR ISTANBU32	213	Media / Communication	1 mobility period	1 mobility period
P MATOSIN01	TR ISTANBU32	214	Design (Interior Architecture, Industrial Design) / Design (Product Design, Interior Design)	1 mobility period	1 mobility period

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P MATOSIN01		Portuguese	English	B2 English	B2 English
TR SITANBU32		Turkish for all programmes	English for 7 programs and courses for exchange students	B1 English	B1 English

For more details on the language of instruction, see the following links:

ESAD: see the Fact Sheet on <http://www.esad.pt>

⁶ 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

[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.]

ESAD: Preparations for Incoming students:

<http://www.esad.pt/en/internacional/incoming/preparations>

Gelisim: <http://en.gelisim.edu.tr/student.php>

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 MATOSIN01	15 May	30 October
TR ISTANBU32	1 July	30 November

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

2. The receiving institution will send its decision within [4-6] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [4-6] 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

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

[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

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

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.]

ESAD: ECTS system + Institutional grading system (marks): from 0 to 20. To pass the student must have 10 or more.

TR ISTANBU32

ECTS grades	TR ISTANBU32	
A	AA	90-100
B	BA	85-89
C	BB	75-84
D	CB	65-74
E	CC	60-64
FX	DD - DC	45-59
F	FD - FF	00-44

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 MATOSIN01	Antonino Jorge (Mr) International Coordinator antoninojorge@esad.pt Tel: + 351 22 9578750 Fax: + 351 22 9552643	http://www.esad.pt/en/internacional/incoming/preparations
TR ISTANBU32	Institutional Coordinator: Name: Irmak Olcay Email: erasmusofisi@gelisim.edu.tr Phone: +902124337020 ext.260	http://en.gelisim.edu.tr/student.php

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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 MATOSIN01	Antonino Jorge (Mr) International Coordinator antoninojorge@esad.pt Tel: + 351 22 9578750 Fax: + 351 22 9552643	http://www.esad.pt/en/internacional/incoming/preparations
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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 MATOSIN 01	Antonino Jorge (Mr) International Coordinator antoninojorge@esad.pt Tel: + 351 22 9578750 Fax: + 351 22 9552643	http://www.esad.pt/en/internacional/incoming/preparations



TR ISTANBU 32	Institutional Coordinator: Irmak Olcay Email: erasmusofisi @gelisim.edu.tr Phone: +902124337020 ext.260	http://en.gelisim.edu.tr/student.php
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
P MATOSIN01	Prof. Dr. José António Simões, Director		
TR ISTANBU32	Prof. Dr. İlhami Çolak Vice Rector 	13.03.2015	

⁸ Scanned signatures are accepted



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TR ISTANBU32	Prof. Dr. İlhami Dolak Vice Rector 	13.03.2015	

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