

## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITECNICO DE BRAGANCA	P BRAGANC 01	Joana Aguiar International Relations Office <a href="mailto:Joanaguiar@ipb.pt">Joanaguiar@ipb.pt</a>	<a href="http://www.ipb.pt/ectsguide">www.ipb.pt/ectsguide</a>
Istanbul Gelişim Üniversitesi (Istanbul Gelişim University)	TR ISTANBU32	<b>Institutional Coordinator:</b> D. Taylan Uysal Email: <a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a> Phone: +902124337020 Ext:249 <b>Erasmus Specialist:</b> Gizem Guray Email: <a href="mailto:gguray@gelisim.edu.tr">gguray@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Anasayfa-2-ingilizce-.html">http://dio.gelisim.edu.tr/Anasayfa-2-ingilizce-.html</a>

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

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

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	
P BRAGANC 01	TR ISTANBU 32	720	Nutrition and Dietetics	1 <sup>st</sup>	2x5	2
TR ISTANBU 32	P BRAGANC 01	720	Nutrition and Dietetics	1 <sup>st</sup>	2x5	2

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 BRAGANC 01	TR ISTANBU 32	720	Nutrition and Dietetics	1X5 hours	5 days
TR ISTANBU 32	P BRAGANC 01	720	Nutrition and Dietetics	1X5 hours	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	Optional: Subject	Language of instruction	Language of instruction	Recommended language of instruction level <sup>5</sup>
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<sup>5</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>)

[Erasmus code]	area	tion 1	tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P BRAGANC 01		PT	EN	B1	B2
TR ISTANBU 32		Turkish	English for 8 programs and courses for exchange students	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

#### D. Additional requirements

Both the institutions have the infrastructure to welcome students and staff with disabilities.

#### 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 BRAGANC 01	15 July	November
TR ISTANBU 32	1st JULY	30th NOVEMBER

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

- The receiving institution will send its decision within **4** weeks.
- 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

*The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by **September 30<sup>th</sup>** of the year prior to the academic year concerned. 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 ISTANBU32: <http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html>

P BRAGANC 01 [www.ipb.pt/ectsquide](http://www.ipb.pt/ectsquide)

<sup>6</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>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P BRAGANC 01</b>	Joana Aguiar International Relations Office Joanaguiar@ipb.pt	www.ipb.pt/iro
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal  Email: dtuysal@gelisim.edu.tr  Phone: +902124337020  Ext:249	<a href="http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html">http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P BRAGANC 01</b>	Joana Aguiar International Relations Office	www.ipb.pt/iro

	Joanaguiar@ipb.pt	
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 Ext:249	<a href="http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html">http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html</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 BRAGANC 01	Joana Aguiar International Relations Office Joanaguiar@ipb.pt	www.ipb.pt/lro
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 Ext:249	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
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<sup>7</sup> Scanned signatures are accepted

P BRAGANC 01	Professor Luis Pais Vice President, Institutional Coordinator	03.06.2014	
TR ISTANBU32	Prof. Dr. H. Murat Özler Vice-Rector	22.05.2014	