



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2021<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)
<u>Instituto Politécnico De Coimbra</u>	P COIMBRA02	Nuno Ferreira - Vice-President/International Relations Coordinator Av. Dr. Marnoco e Sousa, nº30, 3000-271 Coimbra Portugal . Phone: +351 239791250 e-mail: <a href="mailto:dga.srl@ipc.pt">dga.srl@ipc.pt</a>	
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal	<a href="http://gelisim.edu.tr/academics-2-">http://gelisim.edu.tr/academics-2-</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.

		Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	2-faculties-.html
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### 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 * [ISC ED]	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 COIMBRA02	TR ISTANBU32	340	Administration and Finance	1 <sup>st</sup> cycle	1x5	
		345	Administration and Marketing	1 <sup>st</sup> cycle	1x5	
		344	Accounting and Public Management	1 <sup>st</sup> and	1x5	
		34	Business Management	1 <sup>st</sup> cycle and 2 <sup>nd</sup> cycle	1x5	
		214	Art and Design	1 <sup>st</sup> and cycle	1x5	
		213	Media Studies	1 <sup>st</sup> cycle	1x5	
		214	Communication and Multimedia Design	1 <sup>st</sup> cycle	1x5	
		720	Dietetics and Nutrition	1 <sup>st</sup> cycle	1x5	

<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>)

		720	Biomedical Science	1 <sup>st</sup> cycle	1x5	
		720	Phsiotherapy	1 <sup>st</sup> cycle	1x5	
		725	Radiology	1 <sup>st</sup> cycle	1x5	
		582	Civil Engineering	1 <sup>st</sup> cycle	1x5	
		52	Industry Management and Engineering	1 <sup>st</sup> cycle	1x5	
		52	Informatics Engineering - European Courses	1 <sup>st</sup> cycle	1x5	
		52	Electro Mechanical Engineering	1 <sup>st</sup> cycle	1x5	
		813	Sport Science and Leisure	1 <sup>st</sup> cycle	1x5	
<b>TR ISTANBU32</b>	<b>P COIMBRA02</b>	340	Administration and Finance	1 <sup>st</sup> cycle	1x5	
		345	Administration and Marketing	1 <sup>st</sup> cycle	1x5	
		344	Accounting and Public Management	1 <sup>st</sup> and 2 <sup>nd</sup> cycle	1x5	
		34	Business Management	1 <sup>st</sup> cycle	1x5	
		214	Art and Design	1 <sup>st</sup> cycle	1x5	
		213	Media Studies	1 <sup>st</sup> cycle	1x5	
		214	Communication and Multimedia Design	1 <sup>st</sup> cycle	1x5	
		720	Dietetics and Nutrition	1 <sup>st</sup> cycle	1x5	
		720	Biomedical Science	1 <sup>st</sup> cycle	1x5	
		720	Phsiotherapy	1 <sup>st</sup> cycle	1x5	
		725	Radiology	1 <sup>st</sup> cycle	1x5	
		582	Civil Engineering	1 <sup>st</sup> cycle	1x5	

		52	Industry Management and Engineering	1 <sup>st</sup> cycle	1x5	
		52	Informatics Engineering - European Courses	1 <sup>st</sup> cycle	1x5	
		52	Electro Mechanical Engineering	1 <sup>st</sup> cycle	1x5	
		813	Sport Science and Leisure	1 <sup>st</sup> cycle	1x5	

[\*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 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 COIMBRA02	TR ISTANBU32	340	Administration and Finance	5 hours	
		345	Administration and Marketing	5 hours	
		344	Accounting and Public Management	5 hours	
		34	Business Management	5 hours	
		214	Art and Design	5 hours	
		213	Media Studies	5 hours	
		214	Communication and Multimedia Design	5 hours	
		720	Dietetics and Nutrition	5 hours	

		720	Biomedical Science	5 hours	
		720	Phsiotherapy	5 hours	
		725	Radiology	5 hours	
		582	Civil Engineering	5 hours	
		52	Industry Management and Engineering	5 hours	
		52	Informatics Engineering - European Courses	5 hours	
		52	Electro Mechanical Engineering	5 hours	
		813	Sport Science and Leisure	5 hours	
		99	IRO		5 days
<b>TR ISTANBU32</b>	<b>P COIMBRA02</b>	340	Administration and Finance	5 hours	
		345	Administration and Marketing	5 hours	
		344	Accounting and Public Management	5 hours	
		34	Business Management	5 hours	
		214	Art and Design	5 hours	
		213	Media Studies	5 hours	
		214	Communication and Multimedia Design	5 hours	
		720	Dietetics and Nutrition	5 hours	
		720	Biomedical Science	5 hours	

		720	Biomedical Science	5 hours	
		720	Phsiotherapy	5 hours	
		725	Radiology	5 hours	
		582	Civil Engineering	5 hours	
		52	Industry Management and Engineering	5 hours	
		52	Informatics Engineering - European Courses	5 hours	
		52	Electro Mechanical Engineering	5 hours	
		813	Sport Science and Leisure	5 hours	
		99	IRO		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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P COIMBRA02		Portuguese	English	B1	B2

<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>

TR ISTANBU32	Turkish for all programmes	Turkish	English for 8 programs and courses for exchange students	B1	B2
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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

[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]

#### 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 COIMBRA02	15 July	30 December
TR ISTANBU32	1 July	30 November

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

2. The receiving institution will send its decision within **2 weeks**.  
**P COIMBRA02** 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

## **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' guide<sup>7</sup>. 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.]*

### **P COIMBRA02**

*In the Portugal university/polytechnic system each course unit is graded on a scale from 0 to 20 points. The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme. The lowest passing grade is 10.*

### **TR ISTANBU32**

<http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html>

## **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 COIMBRA02</b>	Tel: +351239791250 e-mail: dga.sri@ipc.pt	<a href="http://internationalrelations.ipc.pt/erasmus/incoming.html">http://internationalrelations.ipc.pt/erasmus/incoming.html</a>
<b>TR ISTANBU32</b>	Institutional Coordinator: D. Taylan Uysal Email: erasmus@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.

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



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 COIMBRA02</b>	Tel: +351239791250 e-mail: dga.sri@ipc.pt	<a href="http://internationalrelations.ipc.pt/erasmus/incoming.html">http://internationalrelations.ipc.pt/erasmus/incoming.html</a>
<b>TR ISTANBU32</b>	Institutional Coordinator: D. Taylan Uysal Email: erasmus@gelisim.ed u.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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P COIMBRA02</b>	Tel: +35123979125 0 e- mail: dga.sri@ipc.pt	<a href="http://internationalrelations.ipc.pt/erasmus/incoming.html">http://internationalrelations.ipc.pt/erasmus/incoming.html</a>
<b>TR ISTANBU32</b>	Institutional Coordinator: D. Taylan Uysal Email: erasmus@gelisim.e du.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>8</sup>
<b>P COIMBRA02</b>	Prof. Doutor Nuno Ferreira, Vice- President/International Relations Coordinator		
<b>TR ISTANBU32</b>	Prof.Dr. Burhan Aykaç Rector	07.01.2014	

<sup>8</sup> Scanned signatures are accepted

**AGREEMENT FOR THE ACADEMIC YEAR 2013/2014  
LLP Programme: Higher Education (ERASMUS)**

<b>between</b> (name and ERASMUS ID code of the institution)	<b>İSTANBUL GELİŞİM UNIVERSITY</b> ID CODE: TR İSTANBU32
<b>contact person</b> (name, address, phone, fax, email)	D. Taylan Uysal, Institutional Erasmus Coordinator Dolum Tesisleri yolu, Sht. Pyd. Er. Murat Şengöz Sk. No:8 Avcılar/ İstanbul Phone: +90 21 24 22 06 70, Fax: +90 21 24 22 06 71 Email: <a href="mailto:erasmus@gelisim.edu.tr">erasmus@gelisim.edu.tr</a>
<b>and</b> (name and ERASMUS ID code of the institution)	<b>INSTITUTO POLITÉCNICO DE COIMBRA</b> P COIMBRA02
<b>contact person</b> (name, address, phone, fax, e-mail)	Nuno Ferreira - Vice-President/International Relations Coordinator Av. Dr. Marnoco e Sousa, nº30, 3000-271 Coimbra Portugal Phone: +351 239791250 e-mail: <a href="mailto:dga.sri@ipc.pt">dga.sri@ipc.pt</a>

The above parties agree to cooperate in the activities shown below within the LLP programme. Both parties agree to adhere to the principles and conditions set out in the LLP Erasmus Guidelines for Applicants and financial agreements for the programme. Both parties undertake to abide by the bilaterally agreed terms of this cooperation agreement.

**STT: Staff Training Mobility of Short Duration (1-8 weeks)**

Subject area code	Topic(s) taught	Name of staff member	Home country	Host country	Duration in number of weeks
03	International Relations Office	Gizem Guray	TR HG	HG TR	1 1

**Signatures of the authorised representatives of both institutions:**

Name of institution: <b>INSTITUTO POLITÉCNICO DE COIMBRA</b>  Name and status of the official Representative: Prof. Doutor Nuno Ferreira, Vice-President/International Relations Coordinator  Signature:   Date: 15.4.2014	Name of Institution: <b>İSTANBUL GELİŞİM UNIVERSITY</b>  Name and status of the official Representative: Prof. Dr. H. Murat Özler, Vice-Recto  Signature:   Date: 15.04.2014
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