



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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)
INSTITUTO POLITÉCNICO DA GUARDA	P GUARDA01	Prof. Pedro Cardão Vice President and Institutional Coordinator International Office: gmc@ipg.pt / Tlf+351 271220105 Fax +351 222690	www.ipg.pt (Student guide)
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://gelisim.edu.tr/academics-2-2-faculties-.html

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

[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 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 *
PGUARDA01	TR ISTANBU32	481	Computer science	1 st and 2 nd cycle	4*9m=36months	
		32	Journalism and Information	1 st cycle	4*9m=36months	
		723	Nursing	1 st cycle	4*9m=36months	
		813	Sports	1 st and 2 nd cycle	4*9m=36months	
		582	Building and Civil Engineering	1 st and 2 nd cycle	4*9m=36months	
		811	Hotel, Restaurant and Catering	1 st cycle	4*9m=36months	
TR ISTANBU32	PGUARDA01	481	Computer science	1 st and 2 nd cycle	4*9m=36months	
		32	Journalism and Information	1 st cycle	4*9m=36months	
		723	Nursing	1 st cycle	4*9m=36months	
		813	Sports	1 st and 2 nd cycle	4*9m=36months	
		582	Building and Civil Engineering	1 st and 2 nd cycle	4*9m=36months	
		811	Hotel, Restaurant and Catering	1 st cycle	4*9m=36months	

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>)

[*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 *
PGUARDA01	TR ISTANBU32	481	Computer science	5 days	
		32	Journalism and Information	5 days	
		723	Nursing	5 days	
		813	Sports	5 days	
		582	Building and Civil Engineering	5 days	
		811	Hotel, Restaurant and Catering	5 days	
		481	Computer science	5 days	
		090	Personal Skills	—	5 days
TR ISTANBU32	PGUARDA01	481	Computer science	5 days	
		32	Journalism and Information	5 days	
		723	Nursing	5 days	
		813	Sports	5 days	
		582	Building and Civil Engineering	5 days	
		811	Hotel, Restaurant and Catering	5 days	
		090	Personal Skills	—	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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PGUARDA01	Portuguese language course	Portuguese	English	B1 in English A2 in Portuguese	B1 in English A2 in Portuguese
TR ISTANBU32	Turkish for all programmes	Turkish	English for 8 programs and courses for exchange students	B1 in English	B1 in English

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]

PGUARDA WILL NEED THE TRAINING/TEACHING PROGRAMME OF THE TEACHING/NON TEACHING STAFF APPLYING TO OUR INSTITUTION FOR MOBILITY.

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PGUARDA01 WELCOME STUDENTS AND STAFF WITH DISABILITIES HOWEVER ALL ARRANGEMENTS MUST BE DISCUSSED IN ADVANCE.

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>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PGUARDA01	May	November
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**.
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' guide⁷. 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.]

PGUARDA01 will provide the statistical distribution of grades according to the description in the ECTS user's guide as well as the quantitative and qualitative institutional grading system.

TRISTANBU32 <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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

PGUARDA01	International Office: gmc@ipg.pt Tel. +351271220 105	www.ipg.pt (International Relations)
TR ISTANBU32	Institutional Coordinator: Name: D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html

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
PGUARDA01	International Office: gmc@ipg.pt Tel. +351 271220105	www.ipg.pt (International Relations)
TR ISTANBU32	Institutional Coordinator: Name: D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html

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 GUARDA01	International Office: gmc@ipg.pt Tel. +351 271220105 OR	www.ipg.pt/sas

	Social Services: D.ª Isabel Calçada (isabelcalcada@ipg.pt) +351 271208097	
TR ISTANBU32	Institutional Coordinator: Name: D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)



Institution [Erasmus code]	Name, function	Date	Signature ⁸
PGUARDA01	Prof. Pedro Alexandre Nogueira Cardão Vice President and Erasmus Institutional Coordinator		
TR ISTANBU32	Prof.Dr. Burhan Aykaç Rector	20.12.2013	



⁸ Scanned signatures are accepted

	Social Services: D.ª Isabel Calçada (isabelcalcada@ipn.pt) +351 271208097	
TR ISTANBU32	Institutional Coordinator: Name: D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^a
PGUARDA01	Prof. Pedro Alexandre Nogueira Cardão Vice President and Erasmus Institutional Coordinator	26.12.2013	
TR ISTANBU32	Prof.Dr. Burhan Aykaç Rector	20.12.2013	



^a Scanned signatures are accepted