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# Erasmus+ Programme

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

## Inter-institutional agreement 2016-2021 between programme countries

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

<b>Name of the institution (and department, where relevant)</b> Erasmus code	<b>ISAG - European Business School</b> <b>(P PORTO16)</b>
<b>Contact details</b> (Erasmus Institutional Coordinator and Departmental Coordinator)	Head of the International Relations Office Sofia Gomes Phone: +351 220 303 251 Rua de Salazares, 842 4100-442 Porto, Portugal E-mail: <a href="mailto:rel.internacionais@isag.pt">rel.internacionais@isag.pt</a>
<b>Website (eg. Of the course catalogue)</b>	<a href="http://www.isag.pt">http://www.isag.pt</a>
<b>Name of the institution (and department, where relevant)</b> Erasmus code	<b>ISTANBUL GELISIM UNIVERSITY</b> <b>TR ISTANBU32</b>
<b>Contact details</b> (Erasmus Institutional Coordinator and Departmental Coordinator)	IRMAK OLCAY <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a> Yrd. Doç.Dr.Emel Tozlu <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a>
<b>Website (eg. Of the course catalogue)</b>	<a href="http://www.gelisim.edu.tr">www.gelisim.edu.tr</a>

**B. Mobility numbers 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 [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 <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships
P PORTO16		3452	Tourism, Catering, Hotel Management	1 <sup>st</sup> , 2 <sup>nd</sup>	TBD	TBD
TR ISTANBU32		3452	Tourism, Catering, Hotel Management	1 <sup>st</sup> , 2 <sup>nd</sup>	TBD	TBD

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 <i>[total number of days of teaching periods or average duration*]</i>	Staff Mobility for Training
P PORTO16	E VIC01	To be defined	To be defined	To be defined	To be defined

TR ISTANBU32		To be defined	To be defined	To be defined	To be defined
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### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO16		Portuguese	English	B1	B2
TR ISTANBU32		Turkish	English	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

*[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:

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
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<sup>1</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>

P PORTO16	August 15 <sup>th</sup>	December 31 <sup>st</sup>
TR ISTANBU32	JUNE 15 <sup>th</sup>	SEPTEMBER 31 <sup>st</sup>

2. The receiving institution 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

*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

In Portuguese university system students' performance is graded on a scale from point of 1 to point of 20. Each numerical grade corresponds to a qualitative grade as follows:

A+	Excellent – Outstanding performance with only minor errors	20-19
A	Very good – Above the average standard but with some errors	18-17
B+	Good – Generally sound work with a number of notable errors	16-15
B	Good – Generally sound work with a number of notable errors	14-13
C+	Satisfactory – Fair but with significant shortcomings	12
C	Satisfactory – Fair but with significant shortcomings	11
D+	Sufficient – Performance meets the minimum criteria	10
D	Fail- Considerable further work is required	9-6

E+	Fail~ Considerable further work is required	5-0
E	Unattended	F

### 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 PORTO16	International Relations Office E-mail: <a href="mailto:rel.internacionais@isag.pt">rel.internacionais@isag.pt</a> Phone: +351 220 303 251	Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Portugal. The type of permit depends on the length and purpose of the stay.
TR ISTANBU32	IRMAK OLCAY <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a> Phone: +9021242270 00	<a href="http://www.gelisim.edu.tr/Anasayfa-2-ingilizce-.html">http://www.gelisim.edu.tr/Anasayfa-2-ingilizce-.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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P PORTO16	International Relations Office  E-mail: <a href="mailto:rel.internacionais@isag.pt">rel.internacionais@isag.pt</a>  Phone: +351 220 303 251	Health insurance is obligatory. <b>EU-inhabitants:</b> European Health Insurance Card (= blue card) Application for smartphones available created by the E.C.: <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a>  <b>Non-EU:</b> a copy of your application for health insurance in Portugal
TR ISTANBU32	IRMAK OLCAY <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a> Phone: +9021242270 00	<a href="http://www.gelisim.edu.tr/lifeatgelisim-5-2-counsellingservice-.html">http://www.gelisim.edu.tr/lifeatgelisim-5-2-counsellingservice-.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 PORTO16	International Relations Office  E-mail: <a href="mailto:rel.internacionais@isag.pt">rel.internacionais@isag.pt</a>  Phone: +351 220 303 251	Accommodation Guide and personal orientation
TR ISTANBU32	IRMAK OLCAY <a href="mailto:erasmusofisi@gelisim.edu.tr">erasmusofisi@gelisim.edu.tr</a>	<a href="http://www.gelisim.edu.tr/lifeatgelisim-5-2-studentcouncil-.html">http://www.gelisim.edu.tr/lifeatgelisim-5-2-studentcouncil-.html</a>

	Phone: +9021242270 00	
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
P PORTO16	Mr. Víctor Costa Board of Directors		
TR ISTANBU32	Prof.dr.Nuri KURUOGLU Vice Rector	01.12.2016	 

<sup>2</sup> Scanned signatures are accepted