



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Istanbul Gelişim Üniversitesi (Istanbul Gelişim University)	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 Ext: 249	http://en.gelisim.edu.tr/student.php
Universidade da Beira Interior	P COVILHA01	Prof. Doutor João Manuel Messias Canavilhas Rua marquês d'Ávila e Bolama - UBI- Convento de Santo António 6201-001 - Covilha. Portugal Phone: +35 1 275 242 056 Fax: +35 1 275 329 253 email: vrensino@ubi.pt	www.ubi.pt

B. Mobility numbers¹ 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]	Subj ect area code * [ISCE D]	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 *
TR ISTANBU32	P COVILHA01	218	Multimedia Design	1 st	1x10	
		413	Management	1 st	1x10	
		212	Industrial Design	1 st	1x10	
		312	International Politics	1 st	1x10	
		212	Textile and Fashion Design	1 st	1x10	
		611	Computer Sciences	1 st	1x10	
		731	Architecture	1 st	1x10	
		318	Communication Sciences	1 st	1x10	
P COVILHA01	TR ISTANBU32	218	Multimedia Design	1 st	1x10	-
		413	Management	1 st	1x10	
		212	Industrial Design	1 st	1x10	

¹ 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>)

		312	International Politics	1 st	1x10	
		212	Textile and Fashion Design	1 st	1x10	
		611	Computer Sciences	1 st	1x10	
		731	Architecture	1 st	1x10	
		318	Communication Sciences	1 st	1x10	

*[*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 *
TR ISTANBU32	P COVILHA01	218	Multimedia Design	4x5	1x5
		413	Management		
		212	Industrial Design		
		312	International Politics		
		212	Textile and Fashion Design		
		611	Computer Sciences		
		731	Architecture		

		318	Communication Sciences		
P COVILHA01	TR ISTANBU32	218	Multimedia Design		
		413	Management		
		212	Industrial Design		
		312	International Politics		
		212	Textile and Fashion Design		
		611	Computer Sciences		
		731	Architecture		
		318	Communication Sciences		

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 ²	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU32	218	Turkish	English for 8 programs and courses for exchange students	B1	B2
	413				
	212				
	312				
	212				
	611				
	731				

² 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>

	318				
P COVILHA01	218 413 212 312 212 611 731	Portuguese	English	B1 (No Certificate required)	B2 (No Certificate required)

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

The University of Beira Interior has The "Erasmus Student Network (ESN)". The ESN Covilha is an international nonprofit organization. Its mission is to represent the international students, providing opportunities for cultural knowledge and personal development based on the principle of mutual aid of the students. ESN is active in 36 countries and is constituted by 12,000 members of 396 sections, which work voluntarily with the Universities providing service to 150,000 students. They will help incoming students with practical issues such as, registration procedures, open a bank account, etc.

Language courses: UBI organises Erasmus Intensive Language Courses - EILC (summer and winter editions) aimed at providing foreign students the opportunity to get familiar with Portuguese language, culture and society before their studies in UBI start.

During the academic year, Portuguese language lectures will take place twice a week. Each student is welcome to attend this language course but these lectures are not a substitute for EILC, but a way to develop the autonomy and the Portuguese language knowledge of each student.

The University of Beira Interior welcomes students and staff with disabilities and provides an information and assistance center

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU32	1 July	30 November
P COVILHA01	30 th June	31 st October

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

2. The receiving institution will send its decision within 5 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

The inter-institutional agreement is terminated at the end of the contractual period or by mutual understanding of the partners. In the event of unilateral termination, a notice of at least one academic year should be given. 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

TRISTANBU32

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

P COVILHA01

[https://www.ubi.pt/Entidade.aspx?id=ECTS Information Package Course Catalogue](https://www.ubi.pt/Entidade.aspx?id=ECTS%20Information%20Package%20Course%20Catalogue)

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide³. A link to a webpage

³ 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.]

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
TR ISTANBU 32	D. TAYLAN UYSAL – erasmus@gelisim.edu .tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html
P COVILHA01	Dra. Sofia Lemos Office of Internationalization, Internships and Careers Tel.: +351275242056 Email: erasmus.mobilidade@ubi.pt	https://www.ubi.pt/Entidade.aspx?id=ECTS Information Package Course Catalogue

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
TR ISTANBU 32	D. TAYLAN UYSAL – erasmus@gelisim.ed u.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html
P COVILHA01	Dra. Sofia Lemos Office of Internationalization, Internships and Careers Tel.: +351275242056	https://www.ubi.pt/Entidade.aspx?id=ECTS Information Package Course Catalogue

	Email: erasmus.mobilidade @ubi.pt	
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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
TR ISTANBU32	D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html
P COVILHA01	D. Filomena Dias Tel.: +351275319700 (ext. 2802). Email: fdias@ubi.pt	https://www.ubi.pt/Entidade.aspx?id=E_CTS_Information_Package_Course_Catalogue or https://www.ubi.pt/Entidade.aspx?id=SASUBI Alojamento

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR ISTANBU32	Prof. Dr. Burhan AYKAÇ Rector	09.01.2014	

⁴ Scanned signatures are accepted

P COVILHA01	Prof. Doutor João Manuel Messias Canavilhas Vice Rector and LLP/Erasmus Institutional Coordinator	10/01/2014	 The logo of the University of Beira Interior (UBI) is visible, featuring a stylized tree and the text 'UNIVERSIDADE DA BEIRA INTERIOR' and 'REPUBLICA PORTUGUESA'. Below the logo, the word 'COVILHA' is printed. A blue ink signature is written over the logo.
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