



# 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)
Polytechnic Institute of Bragança Instituto Politécnico de Bragança Campus de Santa Apolónia 5300-253 Bragança, Portugal	P BRAGANC01	Sylwia Solczak Melo International Relations Office <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a>	<a href="http://www.ipb.pt/ectsguide">www.ipb.pt/ectsguide</a>
ISTANBUL KÜLTÜR UNIVERSITY	TR ISTANBU19	<b>Burcu Atalay – Emre, M.A</b> Erasmus Institutional Coordinator <a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a> European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy,34156, Istanbul  <b>Agreements:</b> <a href="mailto:agreements-elc@iku.edu.tr">agreements- elc@iku.edu.tr</a>  <b>Outgoings:</b> <a href="mailto:elc-sts-out@iku.edu.tr">elc-sts-out@iku.edu.tr</a>  <b>Incomings:</b> <a href="mailto:elc-sts-in@iku.edu.tr">elc-sts-in@iku.edu.tr</a>  <b>Staff:</b> <a href="mailto:staffmobil-elc@iku.edu.tr">staffmobil-elc@iku.edu.tr</a>	Istanbul Kultur University <a href="http://www.iku.edu.tr/EN/NG/">http://www.iku.edu.tr/EN/NG/</a>  European and International Center <a href="http://www.iku.edu.tr/elc">http://www.iku.edu.tr/elc</a>  ECTS Information Package <a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</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

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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P BRAGANC01	TR ISTANBU19	0312	International Relations	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0610	Computer Engineering	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0732	Civil Engineering	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0713	Electronic Engineering	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0511	Biology		--	2 x 5 months = 10 months
TR ISTANBU19	P BRAGANC01	0312	International Relations	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0610	Computer Engineering	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0732	Civil Engineering	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0713	Electronic Engineering	1 <sup>st</sup>	2 x 5 months = 10 months	--
		0511	Biology	1 <sup>st</sup>	2 x 5 months = 10 months	--

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 BRAGANC01	TR ISTANBU19		all above	1 x 5 days	1 x 5 days
TR ISTANBU19	P BRAGANC01		all above	1 x 5 days	1 x 5 days

<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>

## 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 BRAGANC01		Portuguese	English	B1	B2
TR ISTANBU19		Turkish	English	B2	B2

## D. Additional requirements

BRAGANC01: Erasmus Opening Session is compulsory for incoming students

TR ISTANBU19 is able to receive students and staff with disabilities. This can be discussed before each nomination.

## 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 BRAGANC01	July 15 <sup>th</sup>	December 15 <sup>th</sup>
TR ISTANBU19	June 15 <sup>th</sup>	December 15 <sup>th</sup>

## F. Information

### 1. Grading systems of the institutions

#### **Polytechnic Institute of Braganca – P BRAGANC01:**

The overall classifications of the qualification and each course unit are expressed through a mark on a numerical scale from 0 to 20. In order to "Pass" a course unit the student must obtain a mark not under 10. To complete a qualification, to which it will be assigned an overall classification from 10 to 20, the students is required to pass all compulsory course units of the study plan.

**ECTS grading scale: the Polytechnic Institute of Braganca uses the ECTS grading scale**

#### **Istanbul Kultur University - TR ISTANBU19**

**ECTS Information: <http://www.iku.edu.tr/EN/ectsikuinfo.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:

<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>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P BRAGANC01	Sylwia Solczak Melo sylwia@ipb.pt	<a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a>
TR ISTANBU19	eic-sts-in@iku.edu.tr	<a href="http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html">http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.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 BRAGANC01	Sylwia Solczak Melo <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a>	<a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a>
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html">http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.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 BRAGANC01	Sylwia Solczak Melo <a href="mailto:sylwia@ipb.pt">sylwia@ipb.pt</a>	<a href="http://www.ipb.pt/iro">http://www.ipb.pt/iro</a>
TR ISTANBU19	<a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>	<a href="http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html">http://www.iku.edu.tr/ENG/6/1305/student-mobility-for-studies-incoming.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P BRAGANC01	<b>Prof. Luis Pais</b> Vice President, Institutional Coordinator		
TR ISTANBU19	<b>Prof. Dr. Sermin Örnektekin</b> Vice Rector and Head of International Relations		

<sup>7</sup> Scanned signatures are accepted