Erasmus + Programme

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

Inter-institutional agreement 2014-18
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)
INSTITUTO POLITECNICO DO PORTO	P PORTO 05	**Prof. Rosário Gambôa,** President Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL **Carla Carneiro** Head of International Relations Office Presidency Services Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772 Email: gcri@sc.ipp.pt	https://www.ipp.pt/guiaects/guia_ects.aspx
ISEP: School of Engineering		**Alexandra Trincão** Head of International Relations T.: + 351 228340500 (1659) F.: +351 228340558 Email: relacoes.externas@isep.ipp.pt	www.isep.ipp.pt
YILDIZ TEKNİK ÜNİVERSİTESİ	TR ISTANBUL 07	**Institutional:** **Assoc.Prof.Dr. Bayram Ali Ersoy** **(Institutional Erasmus Coordinator)** Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/

Yildiz Technical University		**Departmental:** **Mrs.Songül Albayrak,** YTU Davutpasa Kampüsü, Elektrik-Elektronik Fakültesi, Bilgisayar Mühendisliği Bölümü 34220 - Istanbul. TURKEY Phone:+902123835781 Fax: +902123835732 E-mail: erasmus@ce.yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=academicunit/view&id=3

B. Mobility numbers[1] 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, 1st, 2nd or 3rd] *	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 PORTO 05	TR ISTANBU 07	481	Informatics, Computer Science	1st	2stds/ 10 months	Only by individual agreement
				2nd,3rd	2stds/ 10 months	Only by individual agreement
TR ISTANBU 07	P PORTO 05	481	Informatics, Computer Science	1st	2stds/ 10 months	Only by individual agreement
				2nd,3rd	2stds/ 10 months	Only by individual agreement

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 PORTO 05	TR ISTANBU 07	481	Informatics, Computer Science	1	1
TR ISTANBU 07	P PORTO 05	481	Informatics, Computer Science	1	1

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[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)

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO 05		Portuguese	English *	B1 Portuguese or English	B2 Portuguese or English
TR ISTANBUL 07		Turkish	English	B1	B2

* Except for Projects and EPS, classes are taught in Portuguese. However students may receive support in English (Bibliography and evaluation)

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

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 PORTO 05	June 1st	November 15th
TR ISTANBUL 07	Online Application Period 15th May-15th July	Online Application Period 15th October-15th December

2. The receiving institution P PORTO 05 will send its decision within **4** weeks.

3. A Transcript of Records will be issued by the receiving institution P PORTO 05 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

This agreement will take effect in the **2014** academic year being valid for a period of **4** years, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties

undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

II. Termination of the agreement will not be penalised.

"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

Grading system used at the Instituto Politécnico do Porto, Portugal:

1 - Local Grades
In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

ECTS Grade	% of students who have achieved this grade/	Definition (only for failing grades)/
A	10%	
B	25%	
C	30%	
D	25%	
E	10%	
F		FAIL - some more work required before the credit can be awarded
FX		FAIL - considerable further work is required

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

ECTS credits:

one full academic year	one semester	one trimester
60 ECTS credits	**30 ECTS credits**	**20 ECTS credits**

Grading System of TR ISTANBU07:

http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading

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 PORTO 05		http://www.sef.pt/portal/V10/EN/aspx/page.aspx Further assistance: gcri@sc.ipp.pt
TR ISTANBUL 07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx

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:

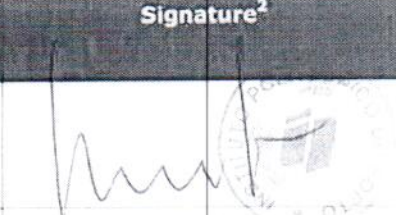| Institution [Erasmus code]	Contact details (email, phone)	Website for information
P PORTO 05	European Commission (Employment, Social Affairs & Inclusion)	http://ec.europa.eu/social/main.jsp?catId=559 Further assistance: relações.externas@isep.ipp.pt
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749

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 PORTO 05	GRE – relacoes.externas@isep.ipp.pt	www.isep.ipp.pt
TR ISTANBU 07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[2]
P PORTO 05	Prof. Rosário Gambôa, President	2-2.4.2044	
TR ISTANBUL 07	Assoc. Prof. Dr. Bayram Ali ERSOY, Institutional Coordinator		

[2] Scanned signatures are accepted