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# 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)
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. José Esteves Pereira Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8; ----- <b>Subject Area Contact:</b> Prof. Hugo Águas Email: <a href="mailto:hma@fct.unl.pt">hma@fct.unl.pt</a> Tel.: + 351 21 294 83 00 -----	<a href="http://www.unl.pt">www.unl.pt</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>Administrative contact:</b> SAE-AM Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
ISTANBUL TECHNICAL UNIVERSITY	TR ISTANBU04	Emel Kanbur, Inter-Institutional Agreements  ITU Erasmus Office, Ayazaga Kampusu, Otomasyon Binasi, Kat :2  TR-34469 Maslak ISTANBUL / TURKEY  Tel +90 212 285 71 83 / 84 Fax +90 212 285 62 42  e-mail: <a href="mailto:erasmus@itu.edu.tr">erasmus@itu.edu.tr</a> <a href="http://www.erasmus.itu.edu.tr">www.erasmus.itu.edu.tr</a>	<b>General</b> // <a href="http://www.itu.edu.tr/">http://www.itu.edu.tr/</a>  <b>For Incoming Students</b> // <a href="http://www.eucentre-eng.itu.edu.tr/">http://www.eucentre-eng.itu.edu.tr/</a>  <b>Course List</b> // <a href="http://www.sis.itu.edu.tr/eng/curriculums/">http://www.sis.itu.edu.tr/eng/curriculums/</a>  <b>Calendar</b> // <a href="http://www.sis.itu.edu.tr/eng/calenda">http://www.sis.itu.edu.tr/eng/calenda</a> <a href="http://www.sis.itu.edu.tr/eng/calenda">r/</a>
[...]			

## B. Mobility numbers<sup>5</sup> 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.]

**Student mobility:**

FROM [Erasmus code of the sending institution]	I PISA01	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 LISBOA03	TR ISTANBU04	0722	Material Science	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 * 12 (each)	TBD
TR ISTANBU04	P LISBOA03	0722	Material Science	2 <sup>nd</sup> , 3 <sup>rd</sup>	2 * 12 (each)	TBD

<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>

[\*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.]

**Staff mobility:**

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 LISBOA03	TR ISTANBU04	0722	Material Science	7days/8 hours	---
TR ISTANBU04	P LISBOA03	0722	Material Science	7days/8 hours	---

**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 LISBOA03	---	Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
TR ISTANBU04		TR	EN	B1(EN)	B2(EN)

<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>

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]*

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

ITU: <http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=11061>

#### 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 LISBOA03	31 May	31 October
TR ISTANBU04	1 June	1 November

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

2. The receiving institution will send its decision within [4] weeks (minimum).
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

*[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**

At **P LISBOA03**

Information available at:

[http://www.fct.unl.pt/sites/default/files/erasmus\\_incoming/EU\\_Scale\\_FCT.pdf](http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf)

At **TR ISTANBU04**

<http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520>

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a>
TR ISTANBU04	İletişim Güçlüer/ erasmus@itu.edu.tr tel: +902122857183	<a href="http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520">http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520</a>

## **3. Insurance**

At **P LISBOA03**

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

([http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao\\_academica/Seguro%20Escolar/Generali\\_apoliceSegAlunos\\_013.pdf](http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf)).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad

- Insurance Health for visitors outside European Union;

At **TR ISTANBU04**

Information and assistance can be provided by the following contact points and information sources:

*Handwritten mark*

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	---
TR ISTANBU04	İlteriş Güçlüer/ erasmus@itu.edu.tr tel: +902122857183	<a href="http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520">http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520</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 LISBOA03	Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a> Tel.: + 351 21 294 78 20/7	<a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a>
TR ISTANBU04	İlteriş Güçlüer/ erasmus@itu.edu.tr tel: +902122857183	<a href="http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520">http://www.eucentre-eng.itu.edu.tr/Icerik.aspx?sid=1520</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	09 JAN. 2014	

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

TR ISTANBU04	Assoc. Prof. Elif Pehlivanoglu Mantaş  ITU Erasmus/ ECTS/DS  Institutional Coordinator	18.12.2013	 <p>The stamp is circular with 'T.C.' at the top and 'İTÜ' at the bottom. The text inside the stamp reads: 'Assoc. Prof. Elif Pehlivanoglu Mantaş', 'ITU Erasmus / ECTS DS', and 'Institutional Coordinator'. A blue ink signature is written over the stamp.</p>
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