



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2020-2021<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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia	P LISBOA03	<b>Institutional Coordinator :</b> Prof. João Amaro de Matos Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a> Tel.: +351 21 384 52 07/8; ----- <b>Subject Area Contact:</b> Prof. Carlos Manuel Agra Coelho Email: <a href="mailto:cmac@fct.unl.pt">cmac@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> SAM 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>
MIMAR SINAI GUZEL SANATLAR UNIVERSITESI	TR ISTANBU06	<b>Legal Representative:</b> Prof AYŞEGÜL IZER Address: Meclis-i Mebusan Cad. 34427 Fındıklı, Istanbul, Turkey e-mail: <a href="mailto:erasmus.agreement@msgsu.edu.tr">erasmus.agreement@msgsu.edu.tr</a> <b>Departmental Coordinator:</b> Assoc.Prof. Dr. Eylem DENİZ HOWE Address: Cumhuriyet Mah.Silahşör Cad. No:71 Bomonti, Şişli, Istanbul, Turkey e-mail: <a href="mailto:eylem.deniz@msgsu.edu.tr">eylem.deniz@msgsu.edu.tr</a>	<a href="http://www.msgsu.edu.tr">www.msgsu.edu.tr</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 *	Stud y 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 ISTANBU06	0542	Statistics	2 * 1 <sup>st</sup> 2 * 2 <sup>nd</sup> 1 * 3 <sup>rd</sup>	5 * 10 (each)	TBD
TR ISTANBU06	P LISBOA03	0542	Statistics	2 * 1 <sup>st</sup> 2 * 2 <sup>nd</sup> 1 * 3 <sup>rd</sup>	5 * 10 (each)	TBD

[\*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

<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>

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 ISTANBU06	0542	Statistics	5d * 8h*2 TBD	---
TR ISTANBU06	P LISBOA03	0542	Statistics	5d * 8h* 2 TBD	---

**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)	Required: A2 – Portuguese or B1 – English	B2
TR ISTANBU06		English		B1	English/Turkish

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<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>

## 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.]

**TR ISTANBU06:** The final version of the Learning Agreement must be delivered to the International Office within a month after the student arrives at the receiving institution.

## 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 ISTANBU06	May 11– see <a href="http://www.msgsu.edu.tr/tr-TR/how-to-apply/3164/Page.aspx">http://www.msgsu.edu.tr/tr-TR/how-to-apply/3164/Page.aspx</a> for updates	November 11 –see <a href="http://www.msgsu.edu.tr/tr-TR/how-to-apply/3164/Page.aspx">http://www.msgsu.edu.tr/tr-TR/how-to-apply/3164/Page.aspx</a> for updates

[\* 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]

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- \* Nominations must be sent to [erasmus.incoming@msgsu.edu.tr](mailto:erasmus.incoming@msgsu.edu.tr)
- \* Applications must be submitted online at <http://erasmus.msgsu.edu.tr/Account/Login.aspx?pid=2035&ReturnUrl=%2F>
- \* International Office (ULİK) sends an Acceptance Letter to the home university via e-mail within 6 weeks (following the application deadline)
- \* Mimar Sinan Fine Arts University students need an official Acceptance Letter from the host university to obtain a visa
- \* Transcript of Records is issued after the academic year officially finishes.

#### 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 ISTANBU06

IT IS RECOMMENDED THAT RECEIVING INSTITUTIONS PROVIDE THE STATISTICAL DISTRIBUTION OF GRADES ACCORDING TO THE DESCRIPTIONS IN THE ECTS USERS' GUIDE<sup>7</sup>. A LINK TO A WEBPAGE 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.

[HTTP://SERVICIO\\_US\\_ES/ACADEMICA/NORMATIVA-DOCUMENTACION](HTTP://SERVICIO_US_ES/ACADEMICA/NORMATIVA-DOCUMENTACION)

[HTTP://WWW.US\\_ES/DOWNLOADS/ACERCA/NORMATIVA/NORMATIVA-EXAMENES.PDF](HTTP://WWW.US_ES/DOWNLOADS/ACERCA/NORMATIVA/NORMATIVA-EXAMENES.PDF)

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<u>Grading System</u>	<u>weighted coefficient .</u>	<u>Points</u>
A+	4,00	95-100
A	3,85	90-94
BA	3,75	85-89
BB	3,50	80-84
CB	3,25	75-79
CC	3,00	70-74
DC	2,75	65-69
DD	2,50	60-64
EE	2,00	50-59
FF	0	0-49
FD	0	
G	Pass	
K	Fail	

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## 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 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 ISTANBU06	International Office e-mail: <a href="mailto:erasmus.incoming@msgsu.edu.tr">erasmus.incoming@msgsu.edu.tr</a>	Students must apply for a visa in their own right. / Please contact the Turkish consulate.

## 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.

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 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 ISTANBU06	Phone: +90212 252 16 00 Ext: 4438	Incoming: <a href="http://www.msgsu.edu.tr/Assets/UserFiles/international/erasmus/gelenogrenci/infopack/infopack.pdf">http://www.msgsu.edu.tr/Assets/UserFiles/international/erasmus/gelenogrenci/infopack/infopack.pdf</a> sufficient <b>health insurance</b> coverage

	<a href="mailto:erasmus.incoming@msgsu.edu.tr">erasmus.incoming@msgsu.edu.tr</a>	is required for residential permit. Details will be sent to the accepted students.
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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
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 ISTANBU06	Accommodation is not provided.	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
P LISBOA03	<b>Vice-Rector for International Development</b> Prof. João Amaro de Matos	18/02/ 2020	
TR ISTANBU06	<b>PROF. DR. AYŞEGÜL İZER</b> ERASMUS+ Institutional Coordinator	10/31 2020	 

<sup>8</sup> Scanned signatures are accepted