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ERASMUS+ PROGRAMME

KEY ACTION 1

– MOBILITY FOR LEARNERS AND STAFF –

HIGHER EDUCATION STUDENT AND STAFF MOBILITY

INTER-INSTITUTIONAL¹ AGREEMENT 2014-2020²

BETWEEN PROGRAMME COUNTRIES

[MINIMUM REQUIREMENTS]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
MIMAR SINAN FINE ARTS UNIVERSITY	TR ISTANBU06	Legal Representative: Prof.Dr. Kayhan ÜLKER Address: Meclis-I Mebusan Cad. 34427 Fındıklı, Istanbul, Turkey e-mail: ulik@msgsu.edu.tr Departmental Coordinator: Asst. Prof. Eylem Deniz HOWE Res. Asst. Nihan ACAR Statistics Dept. Address: Cumhuriyet Mah. Silahsor Cad. No:71 Kat:5 Oda:510 Bomonti Sisli, Istanbul,Turkey e-mail: nihan.acar@msgsu.edu.tr	www.msgsu.edu.tr
UNIVERSIDADE NOVA DE LISBOA – Faculdade de Ciências e Tecnologia	P LISBOA03	Institutional Coordinator : Prof. José Esteves Pereira Email: erasmus@unl.pt Tel.: +351 21 384 52 07/8 ----- Subject Area Contact: Prof. Carlos Manuel Agra Coelho Email: cmac@fct.unl.pt Tel.: + 351 21 294 83 00 -----	www.unl.pt

¹ Inter-Institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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		Administrative contact: SAE-AM Email: diy.a.ae.mobilidade@fct.unl.pt Tel: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
[...]			

B. MOBILITY NUMBERS⁵ PER 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, 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 ISTANBU06	P LISBOA03	0542	Statistics	2*1 st 2*2 nd 1*3 rd	5 x 10 months (each)	TBD
P LISBOA03	TR ISTANBU06	0542	Statistics	2*1 st 2*2 nd 1*3 rd	5 x 10 months (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 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.]

⁵ 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>)

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 ISTANBU06	P LISBOA03	0542	Statistics	5 days x 2 persons TBD	---
P LISBOA03	TR ISTANBU06	0542	Statistics	5 days x 2 persons 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 ⁶
		Language	Student Mobility for Studies [Minimum recommended level: B1]	Language	Student Mobility for Studies	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU06	Statistics	English	B1			B2
P LISBOA03	---	Portuguese (for 1 st cycles)	B1	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2

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

[PLEASE SPECIFY WHETHER THE INSTITUTIONS HAVE THE INFRASTRUCTURE TO WELCOME STUDENTS AND STAFF WITH DISABILITIES.]

⁶For 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>

Receiving institution [Erasmus code]	Additional Requirements	Facilities for 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.	Facilities for disabilities can be found at www.msgsu.edu.tr/msu/pages/635.aspx
P LISBOA03	---	---

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 ISTANBU06 AUTUMN TERM: September-January SPRING TERM: February- June	DEADLINE FOR APPLICATION 30 MAY	DEADLINE FOR APPLICATION 14 NOVEMBER
P LISBOA03	May 31 st	October 31 st

[* TO BE ADAPTED IN CASE OF A TRIMESTER SYSTEM]

2. AND 3. DOCUMENTS RELATED TO MOBILITY

Receiving institution [Erasmus code]	Student Acceptance	Transcript of Records
TR ISTANBU06	International Office (ULIK) sends an Acceptance Letter to the home university by regular post 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 given to the student before the student leaves Turkey.
P LISBOA03	Will send its decision within 4 weeks (minimum)	A Transcript of Records will be Issued no later than [5] weeks after the assessment period has finished at the receiving HEI

4. TERMINATION OF THE AGREEMENT

IN THE EVENT OF UNILATERAL TERMINATION OF THE AGREEMENT, 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 2014 WILL ONLY TAKE EFFECT AS OF 1 SEPTEMBER 2014+1. "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

IT IS RECOMMENDED THAT RECEIVING INSTITUTIONS PROVIDE THE STATISTICAL DISTRIBUTION OF GRADES ACCORDING TO THE DESCRIPTIONS IN THE ECTS USERS' GUIDE⁷. 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.

Receiving institution [Erasmus code]	Details	Website
TR ISTANBU06	Local grading system from A to F	http://www.msgsu.edu.tr/msu/pages635.aspx
P LISBOA03		http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

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	Contact details	Website for information
TR ISTANBU06	<p>International Office</p> <p>Address: Meclis-I Mebusan Cad. 34427 Findikli, Istanbul, Turkey</p> <p>e-mail: ulik@msgsu.edu.tr</p>	http://www.msgsu.edu.tr/msu/pages/60.aspx
P LISBOA03	<p>Email: div.a.ae.mobilidade@fct.unl.pt</p> <p>Tel.: + 351 21 294 78 20/7</p>	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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.

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).

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
TR ISTANBU06	Phone: +90212 252 16 00 Ext: 438 ulk@msgsu.edu.tr	Incoming: http://www.msgsu.edu.tr/msu/pages/660.aspx Outgoing: http://www.msgsu.edu.tr/msu/pages/51.aspx
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---




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 ISTANBU06	Accommodation is not provided	
P LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms

G. SIGNATURES OF THE INSTITUTIONS (LEGAL REPRESENTATIVES)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
MIMAR SINAN FINE ARTS UNIVERSITY TR ISTANBU06	Prof.Dr. Kayhan ÜLKER Vice Rector e-mail: ulik@msgsu.edu.tr	16.1.2014	
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	05 FEV. 2014	 

⁸Scanned signatures are accepted

