Erasmus+ Programme
Key Action 1

– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2014-20[21][2]
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 (e.g. of the course catalogue)
Istanbul Kültür University	TR ISTANBU19	**Burcu Atalay-Emre, M.A.** b.atalay@iku.edu.tr, eic@iku.edu.tr European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul. **Agreements:** agreements-eic@iku.edu.tr **Outgoing:** eic-sts-out@iku.edu.tr **Staff:** staffmobil-eic@iku.edu.tr **Incomings:** eic-sts-in@iku.edu.tr	www.iku.edu.tr/eic
ISAG – Instituto Superior de Administração e Gestão/ Higher Education Institute of Administration and Management International Office Rua do Campo Alegre, 1376 4150-175 Porto Portugal	P PORTO16	Head of the International Relations Office Marta Maia Phone: +351 220 303 251 E-mail: marta.maia@isag.pt	http://www.isag.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.

B. Mobility numbers[5] 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 PORTO16	TR ISTANBU19	1013	Hotel, restaurants and catering (Vocational School)	1st, 2nd	2 x 10 = 20	
TR ISTANBU19	P PORTO16	1013	Hotel, restaurants and catering (Vocational School)	1st, 2nd	2 x 10 = 20	

*[*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.]*

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 PORTO16	TR ISTANBU19			TBD	TBD
TR ISTANBU19	P PORTO16				

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]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19	421	Turkish	English	B2 (English)	N/A
P PORTO16		Portuguese	English	B1 (English)	B2 (English)

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.]

---

[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) with at least 8 hours of teaching
[6] 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

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 ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th
P PORTO16	Application Deadline: August 15th	Application Deadline: December 31st

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

2. The receiving institution will send its decision within 2 weeks.
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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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**

Istanbul Kültür University
http://www.iku.edu.tr/EN/ectsikuinfo.html#

ISAG

In Portuguese university system students' performance is graded on a scale from point of 1 to point of 20. Each numerical grade corresponds to a qualitative grade as follows:

A+	Excellent – Outstanding performance with only minor errors	20-19
A	Very good – Above the average standard but with some errors	18-17
B+	Good – Generally sound work with a number of notable errors	16-15
B	Good – Generally sound work with a number of notable errors	
	Satisfactory – Fair but with significant shortcomings	12
C	Satisfactory – Fair but with significant shortcomings	11
D+	Sufficient – Performance meets	10

the minimum criteria

D	Fail– Considerable further work is required	9-6
E+	Fail– Considerable further work is required	5-0
E	Unattended	F

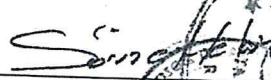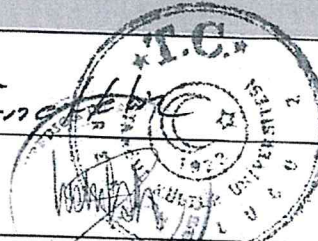|		Istanbul Kültür University
WWW for Incoming Students	rel.internacionais@isag.pt	www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue	Student's Guide (rel.internacionais@isag.pt)	http://www.iku.edu.tr/EN/ects.php
Housing[7]	Accomodation Guide and personal orientation	www.iku.edu.tr/eic-incomingsts
Contact details	rel.internacionais@isag.pt	eic-sts-in@iku.edu.tr
WWW Visa Information[8]	Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Portugal. The type of permit depends on the length and purpose of the stay.	www.iku.edu.tr/eic-visa
Contact details	rel.internacionais@isag.pt	eic-sts-in@iku.edu.tr
WWW Insurance Information[9]		www.iku.edu.tr/eic-incomingsts
Contact details	rel.internacionais@isag.pt	eic-sts-in@iku.edu.tr
ECTS Users' Guide[10]	Student's Guide (rel.internacionais@isag.pt)	http://www.iku.edu.tr/EN/ectsikuinfo.html#

---

[7] The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

[8] 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 ECHE.

[9] The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

[10] Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[11]
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN, Vice-President Head of International Relations	02.07.2014	
P PORTO16	Mr. Víctor Costa Board of Directors		