



# Erasmus+ Programme

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

### Inter-institutional agreement 2018-2021 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 POLITÉCNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a>  Dr. <sup>a</sup> Conceição Baptista Institutional Erasmus Coordinator <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a> Ph.: +351 272 339 600	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>
Istanbul Teknik Universitesi	TR ISTANBU04	Emel Kanbur, Inter-Institutional Agreements ITU Erasmus Office, Ayazaga Kampusu, Öğrenci İşleri Binası TR-34469 Maslak ISTANBUL / TURKEY Tel +90 212 285 71 83 / 84 E-mail: <a href="mailto:erasmus@itu.edu.tr">erasmus@itu.edu.tr</a> <b>Food Science Departmental Coordinator</b> Dilara Nilüfer Erdil: <a href="mailto:niluferd@itu.edu.tr">niluferd@itu.edu.tr</a>	General // <a href="http://www.itu.edu.tr/">http://www.itu.edu.tr/</a> For Incoming Students // <a href="http://www.eucentre-eng.itu.edu.tr/">http://www.eucentre-eng.itu.edu.tr/</a> Course List // <a href="http://www.sis.itu.edu.tr/eng/curriculums/">http://www.sis.itu.edu.tr/eng/curriculums/</a> Calendar// <a href="http://www.sis.itu.edu.tr/eng/calendar/">http://www.sis.itu.edu.tr/eng/calendar/</a>

## B. Mobility numbers<sup>1</sup> 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 * And Department 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 [number of students/total number of months of the study periods *]	Student Mobility for Traineeships *
TR ISTANBU04	P CASTELO01	0721	Food Science	1 <sup>st</sup>	2/20	--
P CASTELO01	TR ISTANBU04	0721	Food Science	1 <sup>st</sup>	2/20	--

UNESCO 2013 - ISCED Codes: <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 ISTANBU04	P CASTELO01	0721	Food Science	for one week min. 8 hours	-
P CASTELO01	TR ISTANBU04	0721	Food Science	for one week min. 8 hours	-

<sup>1</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>)

### 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>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P CASTELO01	All	Portuguese	English	B1	B2
TR ISTANBU04		TR	EN	B1(EN)	B2(EN)

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

ITU: <http://www.eucentre-eng.itu.edu.tr/lcerik.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 CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
TR ISTANBU04	1 June	1 November

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

<sup>2</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>

2. The receiving institution will send its decision within 4 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.
4. 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 20XX will only take effect as of 1 September 20XX+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

Receiving Institution Erasmus ID Code	Information on the webpage on grading system
TR ISTANBU04	<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>
P CASTELO01	<p>1 full academic year = 60 credits 1 semester = 30 credits</p> <p>The Portuguese grading scale is from 0 to 20.</p> <ul style="list-style-type: none"> <li>- 10 is the minimum passing grade.</li> <li>- 10 to 13 - Sufficient to Satisfactory</li> <li>- 14 and 15 - Good</li> <li>- 16 and 17 - Very good</li> <li>- 18 to 20 - Excellent</li> </ul>

### 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 CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</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>

### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
P CASTELO01	<a href="#">European Commission</a> ( <a href="#">Employment, Social Affairs &amp; Inclusion</a> )	European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> <a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</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>



### **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
P CASTELO01	<a href="mailto:incoming@ipcb.pt">incoming@ipcb.pt</a> Ph.: +351 272 339 625	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</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>3</sup>
P CASTELO01	Prof. Dr. João Pedro Luz  Head of International Office	15/01/2018	
TR ISTANBU04	Prof. Mehmet Karaca, Rector  Proxy by Assoc. Prof. Elif Pehlivanoğlu Mantaş ITU Erasmus/ ECTS/DS Institutional Coordinator	13.11.2017	

<sup>3</sup> Scanned signatures are accepted