Instituto Politécnico de Castelo Branco

Erasmus+ Programme

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

Inter-institutional agreement 2017-2020
between programme countries

[Minimum requirements][1]

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 gri.coord@ipcb.pt Dr.ª **Conceição Baptista** Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	www.ipcb.pt/en
Istanbul Aydin University	TR ISTANBU25	**Pınar ELBASAN**, Erasmus+ Institutional Coordinator, Head of Erasmus+ Office Istanbul Aydin University, Erasmus Office, Besyol Mah. Inonu Cad. No.40 Sefakoy Kucukcekmece Istanbul Turkey Email: pinarelbasan@aydin.edu.tr Tel:0090 212 4441428-12820	General University Page: aydin.edu.tr For exchange Students: erasmus@aydin.edu.tr Course catalogue: http://ebs.aydin.edu.tr/index.iau?Page=AB&Type=L

B. Mobility numbers[3] 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 CASTELO 01	TR ISTANBU25	0212	Fashion Design	1st	2(9)	tbd
TR ISTANBU25	P CASTELO 01	0212	Fashion Design	short cycle, 1st	2(9)	tbd

Instituto Politécnico de Castelo Branco

*[*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 CASTELO 01	TR ISTANBU25	0212	Fashion Design	2 x / 8 h	tbd
TR ISTANBU25	P CASTELO 01	0212	Fashion Design	2 x / 8 h	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**	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
P CASTELO 01	All	Portuguese	English	B1	B2
TR ISTANBU25		English	Turkish	minimum B1 English Level	Turkish OR English: B2 recommended.

For more details on the language of instruction recommendations, see the course catalogue of each institution

Istanbul Aydin University:

Turkish culture classes are offered during the terms. Exchange students are welcome and participation is recommended.
A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc.
Language courses: International students with knowledge of B1 English or less are asked to participate in the intensive courses during their studies Istanbul Aydin University. The courses are free of charge and are offered each semester.
International staff could be assisted by the Erasmus Office: Erasmus.aydin.edu.tr

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 ISTANBU25:

- The Orientation Day is organized for international students each semester and during this time students get information about the university in general, administrative issues, student activities, the Turkish language course and other services.
- Turkish culture and language classes are offered during the terms. Exchange students are welcome and participation is recommended.
- A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc.
- Language courses: International students with knowledge of B1 English or less are asked to participate in the intensive courses during their studies Istanbul Aydin University. The courses are free of charge and are offered each semester.
- International staff could be assisted by the Erasmus Office: erasmus.aydin.edu.tr
- **TR ISTANBU25** welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival). http://ebs.aydin.edu.tr/index.iau?Page=OIhtiyacHizmetleri&ln=tr

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 CASTELO 01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)
TR ISTANBU25	15th August, later nominations can be accepted	15th December, later nominations can be accepted

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

Istanbul Aydin University: after having received the application form, Learning Agreement and nomination letter/email by email at least, the letter of admission will be sent within a max. of five weeks.
The Transcript of Records will be issued by Istanbul Aydin University in max. 4 weeks after the end of the semester.

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[5]. 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.]

Istanbul Aydin University: http://ebs.aydin.edu.tr/index.iau?Page=ectsVeisyuku&ln=tr
At IAU, the conversion scales for Incoming students are:

100 Grading System		IAU Grading System	ECTS Grading System
100	90	AA	A "excellent"
89	85	BA	B "very good"
84	80	BB	B "very good"
79	75	CB	C "good"
74	70	CC	C "good"
69	60	DC	D "satisfactory"
59	50	DD	E "sufficient"
49	40	FD	F-FX "failed"
39	0	FF	F-FX "failed"

P CASTELO01:

1 full academic year = 60 credits
1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.
- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 – Excellent

Instituto Politécnico de Castelo Branco

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 CASTELO 01	Foreign People and Borders Office Tel: +351 272 349 500 del.cbranco@sef.pt	http://www.sef.pt/portal/V10/EN/aspx/page.aspx
TR ISTANBU25	**Erasmus+ Office,** erasmus@aydin.edu.tr 00902124441428-14908	All international students entering Turkey must apply in advance for a student visa at the nearest to them Turkish Consulate/Embassy. Further info: http://erasmus.aydin.edu.tr/index.asp?id=60

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P CASTELO 01	European Commission (Employment, Social Affairs & Inclusion) European Health Insurance Card http://ec.europa.eu/social/main.jsp?catId=559	http://www.ipcb.pt/en/index.php/before-departure
TR ISTANBU25	**Erasmus+ Office,** erasmus@aydin.edu.tr 00902124441428-14908	All Erasmus+ students are advised to acquire a full coverage medical insurance valid in Turkey before entering Turkey, according to the new Health Insurance regulations or obtain the compulsory Health Insurance Policy in Turkey during the Orientation Programme at Istanbul Aydin University. Further info: http://erasmus.aydin.edu.tr/index.asp?id=61

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 CASTELO 01	incoming@ipcb.pt Ph.: +351 272 339 625	http://www.ipcb.pt/en/index.php/before-departure
TR ISTANBU25	**Erasmus+ Office,** erasmus@aydin.edu.tr 00902124441428-14908	Erasmus+ Office in collaboration with the Erasmus+ Student Club provides assistance on accommodation issues to the Erasmus+ Incoming students, upon request. Further info: http://erasmus.aydin.edu.tr/index.asp?id=62

Instituto Politécnico de Castelo Branco

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
P CASTELO 01	**Prof. Dr. JOÃO PEDRO LUZ** **Head of International Office**	04/07/2017	
TR ISTANBU25	**PINAR ELBASAN** **Erasmus+** **Institutional Coordinator**	07.07.2017	

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

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

[3] Mobility numbers can be given per sending/receiving institutions *and per educationfield (optional*: http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)*

[4]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

[5]http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

[6]Scanned signatures are accepted