



Instituto Politécnico  
de Castelo Branco



# Erasmus+ Programme

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

## **Inter-institutional agreement 2014-2021** **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**

<b>Name of the institution</b>	<b>Erasmus code</b>	<b>Contact details</b>	<b>Website</b>
IZMIR UNIVERSITY International Relations Office Gürsel Aksel Blv. No:14 35350 Üçkuyular- Izmir/ Turkey	TR IZMIR06	<b>Asli Tanriogen</b> International Relations Officer <a href="mailto:asli.tanriogen@izmir.edu.tr">asli.tanriogen@izmir.edu.tr</a>	<a href="http://www.izmir.edu.tr/ibp">www.izmir.edu.tr/ibp</a> <a href="http://uio.izmir.edu.tr/en.html">http://uio.izmir.edu.tr/en.html</a> <a href="http://english.izmir.edu.tr">http://english.izmir.edu.tr</a>
INSTITUTO POLITÉCNICO DE CASTELO BRANCO (IPCB)	P CASTELO01	<b>Prof. João Pedro Luz</b> Head of International Relations Office <a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a> Dr.ª 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>

## B. Mobility numbers per academic year

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR IZMIR06	P CASTELO01	01	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	2 Students for 1 or 2 semesters	To be decided
		02	Arts and humanities			
		03	Social sciences, journalism and information			
		04	Business, administration and law			
		05	Biological and related sciences			
		06	Information and Communication Technologies (ICTs)			
		07	Engineering, manufacturing and construction			
		09	Health and welfare			
P CASTELO01	TR IZMIR06	01	Education	1 <sup>st</sup> , 2 <sup>nd</sup>	2 Students for 1 or 2 semesters	To be decided
		02	Arts and humanities			
		03	Social sciences, journalism and information			
		04	Business, administration and law			
		05	Biological and related sciences			
		06	Information and Communication Technologies (ICTs)			
		07	Engineering, manufacturing and construction			
		09	Health and welfare			

FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR IZMIR06	P CASTELO01	01	Education	1 academic staff for 5 working days	To be decided
		02	Arts and humanities		
		03	Social sciences, journalism and information		
		04	Business, administration and law		
		05	Biological and related sciences		
		06	Information and Communication Technologies (ICTs)		
		07	Engineering, manufacturing and construction		
		09	Health and welfare		
P CASTELO01	TR IZMIR06	01	Education	1 academic staff for 5 working days	To be decided
		02	Arts and humanities		
		03	Social sciences, journalism and information		
		04	Business, administration and law		
		05	Biological and related sciences		
		06	Information and Communication Technologies (ICTs)		

		07	Engineering, manufacturing and construction		
		09	Health and welfare		

### 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	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level		
				Student Mobility for Studies	Staff Mobility for Teaching	Staff Mobility for Training
TR IZMIR06	01,02,03,04,05,06,07,09	English	-	B1, English	B2, English	
P CASTELO01	01,02,03,04,05,06,07,09	Portuguese	English	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

#### **TR IZMIR06:**

- İZÜ (TR IZMIR06) organizes an orientation program each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the orientation program because students are provided with vital information on course registration, campus accommodation, health issues, İZÜ's IT facilities and residence permit.
- İZÜ (TR IZMIR06) provides the infrastructure to welcome students and staff with disabilities and will try to support them according to their special needs. But partner universities are advised to contact the international office very early to make sure that the student concerned can be accepted.
- İZÜ also supports students and staff with disabilities if they want to go abroad.

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Spring term
TR IZMIR06	31 August	31 January
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 31 for students with visa requirement)

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

### **TR IZMIR06:**

The receiving institution will send its decision within 2 weeks

### **P CASTELO 01:**

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 4 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]

### **TR IZMIR06:**

A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI

### **P CASTELO 01:**

A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI

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. 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.]

**TR IZMIR06:**

<http://www.izmir.edu.tr/ibp>

**P CASTELO 01:**

ECTS credits and scale:

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

**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 IZMIR06	<b>Aslı Tanriogen</b> International Relations Officer <a href="mailto:asli.tanriogen@izmir.edu.tr">asli.tanriogen@izmir.edu.tr</a>	<a href="http://www.izmir.edu.tr/ibp">www.izmir.edu.tr/ibp</a> <a href="http://uio.izmir.edu.tr/en.html">http://uio.izmir.edu.tr/en.html</a> <a href="http://english.izmir.edu.tr/">http://english.izmir.edu.tr/</a>
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</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:

Institution	Contact details	Website for information
TR IZMIR06	<b>Aslı Tanriogen</b> International Relations Officer <a href="mailto:asli.tanriogen@izmir.edu.tr">asli.tanriogen@izmir.edu.tr</a>	<a href="http://www.izmir.edu.tr/ibp">www.izmir.edu.tr/ibp</a> <a href="http://uio.izmir.edu.tr/en.html">http://uio.izmir.edu.tr/en.html</a> <a href="http://english.izmir.edu.tr/">http://english.izmir.edu.tr/</a>
P CASTELO 01	European Commission (Employment, Social Affairs & Inclusion)	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>


#### **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	Contact details	Website for information
TR IZMIR06	<b>Aslı Tanriogen</b> International Relations Officer <a href="mailto:asli.tanriogen@izmir.edu.tr">asli.tanriogen@izmir.edu.tr</a>	<a href="http://www.izmir.edu.tr/ibp">www.izmir.edu.tr/ibp</a> <a href="http://uio.izmir.edu.tr/en.html">http://uio.izmir.edu.tr/en.html</a> <a href="http://english.izmir.edu.tr/">http://english.izmir.edu.tr/</a>
P CASTELO 01	Paula Ribeiro <a href="mailto:gri@ipcb.pt">gri@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>

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

Institution	Name, function	Date	Signature
IZMIR UNIVERSITY TR IZMIR06	<b>Prof. Dr. Kayhan Erciyş</b> Rector	25/02/2014	
P CASTELO 01	<b>Prof. Dr. José Carlos</b> Gonçalves Vice-President	25/02/2014	