# 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

| Name of the institution (and department, where relevant) | Erasmus code | Contact details[1] (email, phone) | Website (eg. of the course catalogue) |
|---|---|---|---|
| DUMLUPINAR UNIVERSTIY | TR KUTAHYA01 | Mrs.Zeynep DURAN KARAÖZ<br>LLP/Erasmus Coordinator<br>Dumlupınar Üniversitesi<br>Evliya Çelebi Yerleşkesi<br>Rektörlük Dış İlişkiler Koordinatörlüğü<br>Kütahya/ Merkez / TURKEY<br>Tel:+90 274 265 2031/ 1043;<br>Fax: +90 274 265 2133<br>E-mail: iro@dpu.edu.tr<br>zeynep.duran@dpu.edu.tr | http://www4.dpu.edu.tr/eng/ |
| Instituto Politécnico de Castelo Branco | P CASTELO01 | Prof. João Pedro Luz<br>Head of International Relations Office<br>gri.coord@ipcb.pt<br>Dr.ª Conceição Baptista<br>Institutional Erasmus Coordinator<br>cbaptista@ipcb.pt<br>Ph.: +351 272 339 600 | www.ipcb.pt/en |
| *[...]* | | | |

## B. Mobility numbers[2] 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, 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* * |
| TR KUTAHYA01 | P CASTELO01 | 0732 | Civil Engineering | 1st | 2x10 months | |
| P CASTELO01 | TR KUTAHYA01 | 0732 | Civil Engineering | 1st | 2x10 months | |

** To be agreed on individual basis.*

| 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 KUTAHYA01 | P CASTELO01 | 0732 | Civil Engineering | 1x10 days | 1x10 days |
| P CASTELO01 | TR KUTAHYA01 | 0732 | Civil Engineering | 1x10 days | 1x10 days |

## 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[3] | |
|---|---|---|---|---|---|
| | | | | Student Mobility for Studies [*Minimum recommended level: B1*] | Staff Mobility for Teaching [*Minimum recommended level: B2*] |
| TR KUTAHYA01 | | TURKISH | ENGLISH | B1 | B2 |
| P CASTELO01 | | Portuguese | English | B1 | B2 |

## D. Additional requirements

| | |
|---|---|
| TR KUTAHYA01 | For the application procedure for incoming students, information available at http://erasmus.dpu.edu.tr/tr/ |
| P CASTELO01 | For the application procedure for incoming students, information available at http://www.ipcb.pt/en |

## 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 KUTAHYA01** | 15th June- nominations<br>30th June- applications | 15th June- nominations<br>30th November-applications |
| **P CASTELO01** | May 31<br>(April 30 for students with visa requirement) | November 30<br>(October 31 for students with visa requirement) |

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 [4] weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

   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

**TR KUTAHYA01:**

The following scale is used for all types of evaluations/ examinations. It is compulsory to take all the courses. Students are required to attend to the courses and pass all the exams. For each course taken, students are given one of the following grades by the course teachers. The marks, grades and grade points are given below:

| ECTS GRADES | DPU LOCAL GRADES | MARK | GRADE POINTS | STATUS |
|---|---|---|---|---|
| A | AA | 85-100 | 4.00 | Successful |
| B | BA | 80-84 | 3.50 | Successful |
| C | BB | 75-79 | 3.00 | Successful |
| D | CB | 70-74 | 2.50 | Successful |
| E | CC | 60-69 | 2.00 | Successful |
| FX | DC | 55-59 | 1.50 | Fail* |
| FX | DD | 50-54 | 1.00 | Fail* |
| F | FD | 40-49 | 0.50 | Fail |
| F | FF | 00-39 | 0.00 | Fail |

*Students with a (**DC**) and (**DD**) grade are considered successful if they have a GPA of 2.00 in the given year.

**DZ** (Not attended) grade is given if a student doesn't fulfill the attendance and/or application requirements of the course.

**YT** (Satisfactory) grade is given to the student who is successful in taking non-credit courses.

**YZ** (Unsatisfactory) grade is given to the student who is unsuccessful in taking non-credit courses.

**MU** (Exempt) grade is given to the student who is found successful in examination from exemption conducted by the department concerned for courses determined by the University Senate.

**IZ** (Incomplete) grade is given if a student academically permitted and so doesn't fulfill the requirements of the course.

1 full academic semester : 60 credits

1 semester : 30 credits

**P CASTELO01:**

*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 [Erasmus code] | Contact details (email, phone) | Website for information |
|---|---|---|
| **TR KUTAHYA01** | iro@dpu.edu.tr<br>+90 274 265 2031 | http://www.mfa.gov.tr/default.en.mfa<br>Practical Information |
| **P CASTELO01** | Foreign People and Borders Office<br>Tel: +351 272 349 500<br>del.cbranco@sef.pt | http://www.sef.pt/portal/V10/EN/aspx/page.aspx |

## 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 |
|---|---|---|
| **TR KUTAHYA01** | iro@dpu.edu.tr<br>+90 274 265 2031 | http://obs.dpu.edu.tr/oibs/bologna/index.aspx |
| **P CASTELO01** | European Commission<br>(Employment, Social Affairs & Inclusion) | European Health Insurance Card<br>http://ec.europa.eu/social/main.jsp?catId=559<br>http://www.ipcb.pt/en/index.php/before-departure |

## 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 KUTAHYA01** | iro@dpu.edu.tr<br>+90 274 265 2031 | http://obs.dpu.edu.tr/oibs/bologna/index.aspx |
| **P CASTELO01** | Paula Ribeiro<br>gri@ipcb.pt<br>Ph.: +351 272 339 625 | http://www.ipcb.pt/en/index.php/before-departure |

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

| Institution [Erasmus code] | Name, function | Date | Signature[4] |
|---|---|---|---|
| **TR KUTAHYA01** | Prof. Dr. Kaan Erarslan<br>Vice-Rector | 13/02/2014. | |
| **P CASTELO01** | Prof. Dr. José Carlos Gonçalves<br>Vice-President | 12/02/2014 | |