

# 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<br>(and department, where relevant) | Erasmus code | Contact details <sup>1</sup><br>(email, phone)  | Website<br>(eg. of the course catalogue)   |
|---|--------------|---|--|
| RECEP TAYYIP<br>ERDOGAN<br>UNIVERSITY                       | TR RIZE01    | <b>External Relations Office</b><br>Recep Tayyip Erdogan Universitesi,<br>Zihni Derin Kampusu,<br>53100 Rize TURKEY<br>+90 464 2236126 (Ext. 1285)<br><a href="mailto:erasmus@erdogan.edu.tr">erasmus@erdogan.edu.tr</a><br><b>Departmental Coordinator</b><br>Asst.Prof.Dr. Gökçen AKGÜL<br>Energy Systems Engineering<br><a href="mailto:gokcen.akgul@erdogan.edu.tr">gokcen.akgul@erdogan.edu.tr</a> | <a href="http://www.erdogan.edu.tr">www.erdogan.edu.tr</a><br>Course Catalogue:<br><a href="http://bologna.erdogan.edu.tr/organizasyon.php?kultur=en-US&amp;mod=1">http://bologna.erdogan.edu.tr/organizasyon.php?kultur=en-US&amp;mod=1</a> |
| INSTITUTO<br>POLITÉCNICO DE<br>CASTELO BRANCO               | P CASTELO01  | Prof. João Pedro Luz<br>Head of International Relations<br>Office<br><a href="mailto:gri.coord@ipcb.pt">gri.coord@ipcb.pt</a><br><br>Dr. <sup>a</sup> Conceição Baptista<br>Institutional Erasmus<br>Coordinator <a href="mailto:cbaptista@ipcb.pt">cbaptista@ipcb.pt</a><br>Ph.: +351 272 339 600  | <a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>   |

## B. Mobility numbers 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.

### Student Mobility

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED] | Subject area name  | Study cycle |    |   | Number of student mobility periods |   |
|---|---|--------------------------------|--------------------|-------------|----|---|------------------------------------|---|
|   |   |                                |                    | UG          | PG | D | Student Mobility for Studies       | Total number of months of the study periods |
| TR RIZE01   | P<br>CASTELO01                                    | 0713                           | Energy Engineering | 2           | 1  |   | 3                                  | 15  |
| P<br>CASTELO01                                    | TR RIZE01   | 0713                           | Energy Engineering | 2           | 1  |   | 3                                  | 15  |

1<sup>st</sup> cycle of studies: Undergraduate (UG)

2<sup>nd</sup> cycle of studies: Postgraduate (PG)

3<sup>rd</sup> cycle of studies: Doctoral (D)

### Staff Mobility for teaching

| FROM<br>[Erasmus code of the sending institution] | TO<br>[Erasmus code of the receiving institution] | Subject area code *<br>[ISCED] | Subject area name  | Number of staff mobility for TEACHING periods |                 |                                   |
|---|---|--------------------------------|--------------------|---|-----------------|-----------------------------------|
|   |   |                                |                    | number of teachers per year                   | number of weeks | number of teaching hours per week |
| TR RIZE01   | P<br>CASTELO01                                    | 0713                           | Energy Engineering | 2   | 1               | 8                                 |
| P<br>CASTELO01                                    | TR-RIZE01   | 0713                           | Energy Engineering | 2   | 1               | 8                                 |

### 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<br>[Erasmus code] | Optional:<br>Subject area | Recommended language of instruction level <sup>2</sup>          |  |
|---|---------------------------|---|--|
|   |                           | Student Mobility for Studies<br>[Minimum recommended level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |
| TR RIZE01                               | 0713                      | B1  | B2   |
| P CASTELO01                             | 0713                      | 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-RIZE01 : Recep Tayyip Erdogan University offers support for students with disabilities.

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term and Full Academic year*<br>[month]  | Spring term*<br>[month]   |
|---|---|---|
| TR-RIZE01                               | Receiving application: 31 <sup>st</sup> July<br>Receiving Nomination: 15 <sup>th</sup> July | Receiving application: 30 <sup>th</sup> November<br>Receiving Nomination: 15 <sup>th</sup> November |
| P CASTELO01                             | May 31<br>(April 30 for students with visa requirement)                                     | November 30<br>(October 31 for students with visa requirement)                                      |

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

2. The receiving institution will send its decision within 5 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: In the event of unilateral termination, by the end of November of the preceding academic year will be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

### F. Information

<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>

## 1. Grading systems of the institutions

TR-RIZE01 : <http://erasmus.erdogan.edu.tr>

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

## 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<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| TR-RIZE01                     | Visit the website for details   | <a href="http://erasmus.erdogan.edu.tr">http://erasmus.erdogan.edu.tr</a>                                 |
| P CASTELO01                   | Foreign People and<br>Borders Office<br>Tel: +351 272 349 500<br>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> |

## 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<br>[Erasmus code] | Contact details<br>(email, phone)  | Website for information  |
|-------------------------------|--|--|
| TR-RIZE01                     | Visit the website for details  | <a href="http://erasmus.erdogan.edu.tr">http://erasmus.erdogan.edu.tr</a>  |
| P CASTELO01                   | <a href="#">European Commission<br/>(Employment, Social<br/>Affairs &amp; Inclusion)</a> | European Health Insurance Card<br><a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a><br><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<br>[Erasmus code] | Contact details<br>(email, phone)   | Website for information   |
|-------------------------------|---|---|
| TR-RIZE01                     | Visit the website for details   | <a href="http://erasmus.erdogan.edu.tr">http://erasmus.erdogan.edu.tr</a>                                       |
| P CASTELO01                   | <a href="mailto:incoming@ipcb.pt">incoming@ipcb.pt</a><br>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<br>[Erasmus code] | Name, function  | Date       | Signature <sup>3</sup>   |
|-------------------------------|---|------------|--|
| TR RIZE01                     | Spec. Ozan SELÇİK<br>Institutional Coordinator<br>Recep Tayyip Erdogan University<br><a href="mailto:ozan.selcik@erdogan.edu.tr">ozan.selcik@erdogan.edu.tr</a> | 27.10.2016 | <br> |
| P CASTELO01                   | Prof. Dr. João Pedro Luz<br>Head of International Office  | 23/11/2016 | <br> |

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