

# 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
İzmir Yüksek Teknoloji Enstitüsü- IYTE [Izmir Institute of Technology- IZTECH] <b>Department of Civil Engineering</b>	TR IZMIR03	Assoc.Prof. Mehtap Emirdağ Eanes <a href="mailto:erasmuskoordinat@iyte.edu.tr">erasmuskoordinat@iyte.edu.tr</a> +90 232 750 7892 For incoming-students to IYTE: <a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> +90 232 750 78 91	<a href="http://www.iyte.edu.tr">www.iyte.edu.tr</a> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a>
Universidade de Évora	P EVORA01	<b>Profª Hermínia Vilar</b> – ERASMUS Institutional Coordinator  <b>Drª Teresa Nogueiro</b> , Mobility and International Relations Office Email: <a href="mailto:dmri@uevora.pt">dmri@uevora.pt</a> Telf: +351 266760242	<a href="http://www.uevora.pt">www.uevora.pt</a>  Erasmus incoming information: <a href="http://www.ip.uevora.pt/en">http://www.ip.uevora.pt/en</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Address: Rua Duques de Cadaval, Edifício de Santo Agostinho, 7000 Évora, Portugal	
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## B. Mobility numbers<sup>2</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 *	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  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR IZMIR03	<b>P</b> EVORA01	582	Civil Engineering	1 <sup>st</sup> 2 <sup>nd</sup>	18 (3*6)	
<b>P</b> EVORA01	TR IZMIR03	582	Civil Engineering	1 <sup>st</sup> (Bachelor), 2 <sup>nd</sup> (Master), 3 <sup>rd</sup> (PhD)	2 students, each for 5 months	

[\*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 *
TR IZMIR03	<b>P</b> EVORA01	582	Civil Engineering	Assoc.Prof. Alper Baba Prof. Gökmen Tayfur	

<sup>2</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>

				To be appointed later 2 weeks/staff	
<b>P EVORA01</b>	TR IZMIR03	582	Civil Engineering	5 days	5 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR03		English	-	B1	B1
P EVORA 01		Portuguese	English	B1	

### D. Additional requirements

**TR IZMIR03:** Izmir Institute of Technology has **NO** infrastructure to welcome students and staff with disabilities.

#### P EVORA01:

- Master students it's required to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Mobility and International Relations Office. All master programs are successive master programs at P EVORA 01. A following master's program builds on a previously completed bachelor's program **in the same field of studies**.
- It's also required to PhD students to send a master certificate to the Mobility and International Relations Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.
- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

<sup>3</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>

- University of Évora offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contacts - email: [dmri@uevora.pt](mailto:dmri@uevora.pt) telephone: +351 266 760242

- For the implementation of STA/STT-mobilities, a letter of invitation – issued by the University of Évora – contact person – is required.

## 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 IZMIR03	June 1st	December 1st
P EVORA01	July, 15th	November, 15th

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

2. The receiving institution will send its decision within;

**TR IZMIR03:** [5] weeks.

**P EVORA01:**

Partner institutions should send nominations by email to [dmri@uevora.pt](mailto:dmri@uevora.pt)

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;

**TR IZMIR03:** [5] weeks.

**P EVORA01:**

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the end of the exchange period given that the transcript form and all relevant course work has been graded.

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]*

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

#### TR IZMIR03:

[http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p\\_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce](http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce)

#### P EVORA01:

**ECTS Credits:** University of Évora uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course.

Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 26 hours of study.

#### GRADES:

<u>ECTS classification</u>	<b>E</b>	<b>D</b>	<b>C</b>	<b>B</b>	<b>A</b>
<u>Portuguese definition</u>	<i>Sufficient</i>	<i>Satisfactory</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>
<u>Portuguese grade (10-20)</u>	<b>10-11</b>	<b>12-13</b>	<b>14-15</b>	<b>16-17</b>	<b>18-20</b>

### 2. Vişa

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:

<b>Institution</b> [Erasmus]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
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code]		
TR IZMIR03	<a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> Tel: +90 232 750 78 91	<a href="http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145">http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145</a>
<b>P EVORA01</b>	Mobility and International Relations Office Email: dmri@uevora.pt	<a href="http://www.ip.uevora.pt/en">http://www.ip.uevora.pt/en</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 [Erasmus code]	Contact details (email, phone)	Website for information
TR IZMIR03	<a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> Tel: +90 232 750 78 91	<b><u>Insurance cover is not automatically provided.</u></b> <a href="http://ects.iyte.edu.tr/Bilgiingilizce.aspx?p_id=menuOgrencilerIcin&amp;Islem=SigortaIngilizce">http://ects.iyte.edu.tr/Bilgiingilizce.aspx?p_id=menuOgrencilerIcin&amp;Islem=SigortaIngilizce</a>
<b>P EVORA01</b>	Mobility and International Relations Office Email: dmri@uevora.pt	<a href="http://www.estudar.uevora.pt">www.estudar.uevora.pt</a> > apoio ao estudante > seguro escolar



### **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 IZMIRO3	<a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> Tel: +90 232 750 78 91	<a href="http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&amp;Islem=BarinmaIngilizce">http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&amp;Islem=BarinmaIngilizce</a>
<b>P EVORA01</b>	Mobility and International Relations Office Email: dmri@uevora.pt	<a href="http://www.ip.uevora.pt/en">http://www.ip.uevora.pt/en</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
TR IZMIRO3	Prof. Dr. Sedat Akkurt Vice-Rector	17/12/2013	
<b>P EVORA01</b>	Legal Representative: Rector of Universidade de Évora, Prof. Carlos Braumann	13/12/2013	

<sup>4</sup> Scanned signatures are accepted