

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)
İzmir Yüksek Teknoloji Enstitüsü-IYTE [Izmir Institute of Technology-IZTECH] Department of Biotechnology	TR IZMIR03	Assoc.Prof. Mehtap Emirdağ Eanes erasmuskoordinatord@iyte.edu.tr +90 232 750 7892 For incoming-students to IYTE: incoming-erasmus@iyte.edu.tr +90 232 750 78 91	www.iyte.edu.tr http://ects.iyte.edu.tr/
Técnico Lisboa	P LISBOA109		http://tecnico.ulisboa.pt/en/education/masters/
Institutional Erasmus Coordinator		Silvia Santos- NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone:+351218419545 silvia.santos@tecnico.ulisboa.pt	

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

Student Mobility Coordinators (SMC)	Cristina Sousa & Paula Lopes NMCI Av. Rovisco Pais, 1049-001,Lisboa Phone--351218419245 & +351218417685 cristina.sousa@tecnico.ulisboa.pt paula.lopes@tecnico.ulisboa.pt
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B. Mobility numbers² 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 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration *]	
TR IZMIR03	P Lisboa109	051	Biotechnology	2 nd	2 x6 months each	Not applicable
P Lisboa109	TR IZMIR03	051	Biotechnology	2 nd	2 x6 months each	

¹ Técnico does **not** offer Student Mobility for Traineeship

² Students must have completed their BSc education to participate in the exchange programme.

³ Only classes in Master Programmes are given in English.

[*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.]

² 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>

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	P LISBOA109	051	Biotechnology	To be appointed later 1 week/lecturer	
P LISBOA109	TR IZMIR03	051	Biotechnology	1 Teacher/8 H/1 Week	

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 level³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR03		English	-	B1	B1
P LISBOA 109		English (2 nd cycle)	Portuguese (1 st cycle)	B2	B2

D. Additional requirements

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

P LISBOA109 – Information for incoming exchange students

³ 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 Exchange students will meet the admission requirements of the host university in terms of prerequisites for courses and language proficiency.
- 2 The host university will provide Reception Days for incoming students.
- 3 Exchange students are entitled to the same rights and privileges as students normally enrolled at the host university, except for the right for graduation.
- 4 The host university will comply with all relevant health and safety regulations of the host country for incoming exchange students.

[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.]

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 IZMIRO3	June 1st	December 1st
P LISBOA109	15 th May till 15 th June	15 th October till 15 th November

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

2. The receiving institution will send its decision within;

TR IZMIRO3: [5] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than;

TR IZMIRO3: [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]

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."]

P LISBOA109

- 1- **Link to the online applications-** <http://nmci.ist.utl.pt/en/estudar-no-ist/programas-de-mobilidade/erasmus/processo-de-candidatura/>

All documents must be submitted online. No hard copies are needed.

- 2- Técnico sends by mail notification on admission automatically within 5 weeks.
- 3- Técnico only sends Acceptance Letters to students that need Visa.
- 4- The host university will issue a Transcript of Records no later than **5** weeks after the assessment period has finished.
- 5- Termination of the agreement

If one or both parties wish to terminate the agreement a notice period 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

P LISBOA109

Grades and credits at Técnico Lisboa

The IST classification scale ranges from 10 to 20, linearly, in which 10 is the minimum mark to obtain approval. The awarding of ECTS classification is based on the distribution of marks obtained by all the students approved in the course unit in the last three academic years (can be extended to the last four or five years, if necessary), according to the following overall distribution:

ECTS Classification	Mean % of achieving students in a course unit	Definition
A	10	10% - Highest classifications on the 10-20 mark scale
B	25	25% - Following classifications on the 10-20 mark scale
C	30	30% - Following classifications on the 10-20

D	25	mark scale 25% - Following classifications on the 10-20 mark scale
E	10	10% - Lowest classifications on the 10-20 mark scale

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁴. 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.]

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 IZMIR03	<u>incoming-erasmus@iyte.edu.tr</u> Tel: +90 232 750 78 91	http://ects.iyte.edu.tr/Aboutingilizce.aspx?m=1145
P LISBOA109	Ana Barbosa NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone: +315218417550 ana.barbosa@tecnico.ulisboa.pt	https://docs.google.com/spreadsheet/ccc?key=0AjXu63umi3n0dHRjM2xGalFPVFB6RzZtcXFzUXFKc0E#gid=0

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

⁴ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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	incoming- erasmus@iyte.edu.tr Tel: +90 232 750 78 91	<u>Insurance cover is not automatically provided.</u> http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&Islem=SigortaIngilizce
P LISBOA109	Graduation Unit ngraduacao@tecnico.ulisboa.pt	


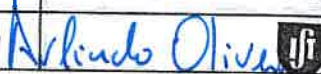
4. Housing

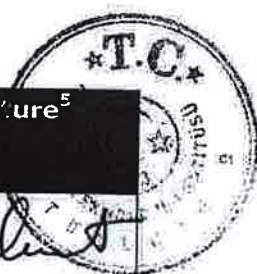
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR IZMIR03	incoming- erasmus@iyte.edu.tr Tel: +90 232 750 78 91	http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuOgrencilerIcin&Islem=BarinmaIngilizce
P LISBOA109	Graça Pereira NMCI Av. Rovisco Pais, 1049-001 Lisboa Phone: +31521841 9893 gracapereira@tecnico.ulisboa.pt	https://docs.google.com/forms/d/1SAKXk_MYUqXzU8kTtxtu8Mco_l6MXXhHKijEpPJ1QaJg/edit

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice-Rector	24-Feb-2014	
P LISBOA109		07.03.2014	



TÉCNICO LISBOA

⁵ Scanned signatures are accepted