

Erasmus+ Programme

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

Inter-institutional agreement 2018-2021 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, Erasmus code and address (and department, where relevant)	Contact details (email, phone)	Website (eg. of the course catalogue)
Instituto Superior de Comunicação Empresarial P LISBOA58	Institutional Coord.: Regina Campos Moreira Director ISCEM Praça do Príncipe Real, 27 Lisboa – 1250-184 Portugal international@iscem.pt regina.moreira@iscem.pt Tel +351 917-233-960 +351-21-347-4283	http://www.iscem.pt/
Erzurum Technical University TR ERZURUM02	Institutional: Prof.Dr. Murat Demir AYDIN (<i>Institutional Erasmus Coordinator</i>) E-mail: erasmus@erzurum.edu.tr Adress: Ömer Nasuhi Bilmen Mah. Havaalanı Yolu Cad. No:53 Yakutiye/ERZURUM, TURKEY 2500 Phone: +90 444 5 388	https://www.erzurum.edu.tr/fakulte/dis-iliskiler-ofisi-ico1 http://servis.erzurum.edu.tr/bologna/anasayfa/detay_en/7

B. Mobility numbers¹ per 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ERZURUM02	P LISBOA58	0311	Economics	1 st , 2 nd	10 months 2 students	
		0311	Economics	1 st , 2 nd	10 months 2 students	
		041	Business and Administration	1 st , 2 nd	10 months 2 students	
		041	Business and Administration	1 st , 2 nd	10 months 2 students	
P LISBOA58	TR ERZURUM02	0311	Economics	1 st , 2 nd	10 months 2 students	
		0311	Economics	1 st , 2 nd	10 months 2 students	
		041	Business and Administration	1 st , 2 nd	10 months 2 students	
		041	Business and Administration	1 st , 2 nd	10 months 2 students	

[*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.]

¹ 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 *
P LISBOA58	TR ERZURUM02	0311, 041	Economics Business and Administration	Minimum 8 hours	Minimum 5 days
TR ERZURUM02	P LISBOA58	0311, 041	Economics Business and Administration	Minimum 8 hours	Minimum 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 ²	
				Student Mobility for Studies	Staff Mobility for Teaching
P LISBOA58		Portuguese	English	B1	B2
TR ERZURUM02		Turkish English	Courses material in English for exchange students	English B1	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

² 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>

D. Additional requirements:

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No Special Additional Requirements

P LISBOA58:

- Incoming Erasmus students are not allowed to register for courses/modules of study levels that differ from the one/s agreed in the present document.
- Incoming teaching staff must be individually accepted by the ISCEM that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the Faculty.
- Incoming non-teaching staff must be individually accepted by the ISCEM, based on the proposed working plan and the availability of the department, service or unit to host visitors.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P LISBOA58	30 th June	31 st December
TR ERZURUM02	July 15 th	December 15 th

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

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of 6 years. In case of the termination, a notice of at least one academic year should be sent to the partner university. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

P LISBOA58:

2. Nominated students receive by e-mail their **Application Form** and **Learning Agreement** that they have to complete within the deadline above. Once completed, they receive an acceptance letter by e-mail within a max. Of 6 weeks. **Changes To Original Learning Agreement** can only be made by students in the **2 weeks** after the start of classes. Must respect this deadline.
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

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. 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 ERZURUM02

http://servis.erzurum.edu.tr/bologna/anasayfa/detay_en/7

P LISBOA58:

COMPARISON BETWEEN ECTS AND THE PORTUGUESE SYSTEM OF GRADES

ECTS Grade	Percentage of students admitted	Definition	Definition Portuguese Grade
A	10%	Excellent - high result	18-20
B	25%	Very good - above the average with a few small errors	16-17
C	30%	Good - generally good but some failings	14-15
D	25%	Satisfactory - quite good but some important failings	12-13
E	10%	Sufficient - minimum criteria have been met	10-11
FX	-	Insufficient - further work is needed to obtain the academic credit	fail
F	-	Insufficient - the student needs to engage in substantial work	fail

CONVERSION TABLE OF GRADES BETWEEN ISCEM AND EUROPEAN UNIVERSITIES

ECTS GRADES	PORTUGUESE GRADES	SPANISH GRADES	ITALIAN GRADES	FRENCH GRADES	GERMAN GRADES
A	18-20	MATRICULA DE HONOR	30/30 LODE	19-20	1
B	16-17	9-9,5	28-29-30/30	16-18	1,5-2
C	14-15	8	25-27	13-15	2,5-3
D	12-13	7	22-24	12	4
E	10-11	5-6	18-21	10-11	5
FX	FAIL	FAIL	FAIL	FAIL	FAIL
F	-	-	-	-	-

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
P LISBOA58	international@iscem.pt regina.moreira@iscem.pt	http://www.sef.pt/portal/v10/PT/asp/apoioClient/index.aspx?spand=1
TR ERZURUM02	erasmus@erzurum.edu.tr	https://www.erzurum.edu.tr/fakulte/dis-iliskiler-ofisi-ico1

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
P LISBOA58	international@iscem.pt regina.moreira@iscem.pt Tel +351 917-233-960 +351-21-347-4283	http://www.iscem.pt/ All incoming Erasmus students are not charged anything for the mandatory insurance.
TR ERZURUM02	erasmus@erzurum.edu.tr	https://www.erzurum.edu.tr/fakulte/dis-iliskiler-ofisi-ico1

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
P LISBOA58	international@iscem.pt	http://www.erasmuspalace.com https://www.facebook.com/erasmuspalacelisboa http://www.visitlisboa.com/Home_UK.aspx?lang=en-GB
TR ERZURUM02	erasmus@erzurum.edu.tr	https://www.erzurum.edu.tr/fakulte/dis-iliskiler-ofisi-ico1

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
P LISBOA58	Director Regina Campos Moreira		
TR ERZURUM02	Prof.Dr. Murat Demir AYDIN (Institutional Erasmus Coordinator) E-mail: erasmus@erzurum.edu.tr Adress: Ömer Nasuhi Bilmen Mah. Havaalanı Yolu Cad. No:53 Yakutiye/ERZURUM,TURKEY 2500 Phone:+90 444 5 388	October, 2018 10.10.2018	