



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 (email, phone)	Website (eg. of the course catalogue)
SAKARYA UNIVERSITY	TR SAKARYA 01	Institutional Coordinator: Assist Prof.Dr.Nesrin KENAR Tel.: +90 264 295 50 83 Email: erasmus@sakarya.edu.tr	http://www.ebs.sakarya.edu.tr/?lang=en&pid=ens
		Departmental Coordinator Research Assist. Aydın Çelenk Tel. :+90 264 614 10 38(207) Email : acelenk@sakarya.edu.tr	
INSTITUTO POLITÉCNICO DA GUARDA	P GUARDA 01	Prof. Pedro Alexandre Nogueira Cardão (Vice-President and Erasmus Institutional Coordinator) Av. Dr. Francisco Sá Carneiro, 50 – 6300-559 Guarda (Portugal) Tel. +351 271 220 105 Fax +351 271 222 690 E-mail gmc@ipg.pt Website: www.ipg.pt	www.ipg.pt (Student Guide)

B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR SAKARYA 01	P GUARDA 01	023	English Language and Culture	1short	4s*5m=20	
P GUARDA 01	TR SAKARYA 01	023	English language and Culture**	Short cycle of studies	4s*5m=20	

****The subject area mentioned above will be taught within the context of curricular plans that are part of different degrees and semesters offered by P GUARDA01.**

[*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 SAKARYA 01	P GUARDA 01	023	English Language and Culture	2/5Days	2/5Days
P GUARDA 01	TR SAKARYA 01	023	English Language and Culture	2/5 Days	2/5 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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR SAKARYA 01	023	EN		B1	B2
P GUARDA 01	023	EN		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

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

TR SAKARYA01

PGUARDA01 may welcome students and staff with disabilities, however **all arrangements must be** discussed in advance

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 SAKARYA 01	Deadline for Nomination and Application 15 th of August	Deadline for Nomination and Application 15 th of December
P GUARDA 01	May	November

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

2. The receiving institution will send its decision within **1 week**.
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. [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 SAKARYA01:

4,0	AA "excellent"
3,5	BA "very good" - "good"
3,0	BB "good"
2,5	CB "good" - "satisfactory"
2,0	CC "satisfactory"
1,5	DC "satisfactory" - "sufficient"
1,0	DD "sufficient"
0,0	FF "failed"

PGUARDA01 will provide the statistical distribution of grades according to the description in the ECTS user's guide as well as the quantitative and qualitative institutional

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 SAKARYA 01	erasmus@sakarya.edu.tr 0090(264)295 50 86/83	http://www.erasmus.sakarya.edu.tr/index.php?bolum=anasayfa&dil=en
PGUARDA01	gmc@ipg.pt 00351 271 220 111	www.ipg.pt

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:

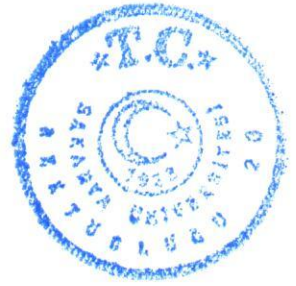
Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR SAKARYA 01	erasmus@sakarya.edu.tr 0090(264)295 50 86/83	http://www.erasmus.sakarya.edu.tr/index.php?bolum=anasayfa&dil=en
PGUARDA 01	gmc@ipg.pt 00351 271 220 111	www.ipg.pt

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 SAKARYA 01	nkanbur@sakarya.edu.tr 0090(264)295 50 83 OR acelenk@sakarya.edu.tr 0090(264)614 10 38(173)	
P GUARDA 01	International Office: Email: gmc@ipg.pt OR Social Services (Ms. Isabel Calçada) isabelcalcada@ipg.pt	http://twintwo.ipg.pt/webapps/portal/frameset.jsp or www.ipg.pt/sas



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR SAKARYA 01	Assist Prof. Dr. Nesrin KENAR Institutional Erasmus Coordinator	28 JAN 2014	
P GUARDA 01	Prof. Pedro Alexandre Nogueira CARDÃO Vice-President and Institutional Erasmus Coordinator	23.01.2014	

