



**Erasmus+ Programme**  
Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

**Inter-institutional agreement 2014/15-2016/17  
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)
INSTITUTO POLITECNICO DE BRAGANCA	P BRAGANC 01	Joana Aguiar International Relations Office <a href="mailto:Joanaguiar@ipb.pt">Joanaguiar@ipb.pt</a>	<a href="http://www.ipb.pt/ectsguide">www.ipb.pt/ectsguide</a>
Akdeniz University International Relations Office	TR ANTALYA01	Erasmus Institutional Coordinator Serap YETER <a href="mailto:erasmus@akdeniz.edu.tr">erasmus@akdeniz.edu.tr</a> Tel:02423102125 Fax:02423106629 Departmental Co-ordinator	<a href="http://www.akdeniz.edu.tr/en/">http://www.akdeniz.edu.tr/en/</a>

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

## 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	Subject area name	Study cycle <sup>3</sup>	Number of student mobility periods	
		ISCED			Student Mobility for Studies	Student Mobility for Traineeships
P BRAGANC 01	TR ANTALYA01	0921	Care of the elderly and of disabled adults	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
P BRAGANC 01	TR ANTALYA01	041	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
P BRAGANC 01	TR ANTALYA01	0732	Building and Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
P BRAGANC 01	TR ANTALYA01	0215	Music	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
P BRAGANC 01	TR ANTALYA01	1015	Tourism	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
TRANTALYA01	P BRAGANC 01	0921	Care of the elderly and of disabled adults	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
TRANTALYA01	P BRAGANC 01	041	Business and administration	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
TRANTALYA01	P BRAGANC 01	0732	Building and Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
TRANTALYA01	P BRAGANC 01	0215	Music	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	
TRANTALYA01	P BRAGANC 01	1015	Tourism	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	4 students 12 month each	

<sup>2</sup> Mobility numbers can be given per sending/receiving institutions and per educationfield (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

<sup>3</sup> Study cycle: 1<sup>st</sup>: undergraduate level (Bachelor, Diplom); 2<sup>nd</sup>: postgraduate level (Master); short cycle (short-term-programmes) and 3<sup>rd</sup> (PhD) is not available at Hochschule Darmstadt.

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	Staff Mobility for Training
P BRAGANC 01	TR ANTALYA01	0921	Care of the elderly and of disabled adults	1 week 8 hours	
		041	Business and administration	1 week 8 hours	
		0732	Building and Civil Engineering	1 week 8 hours	
		0215	Music	1 week 8 hours	
		1015	Tourism	1 week 8 hours	
TR ANTALYA01	P BRAGANC 01	0921	Care of the elderly and of disabled adults	1 week 8 hours	
		041	Business and administration	1 week 8 hours	
		0732	Building and Civil Engineering	1 week 8 hours	
		0215	Music	1 week 8 hours	
		1015	Tourism	1 week 8 hours	

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P BRAGANC 01		PT	EN	B1
TRANTALYA01	Turkish	English (B1 required for students)	B1	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. 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<sup>5</sup>

P BRAGANC 01 has the infrastructure to welcome students and staff with disabilities.

<sup>4</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>

<sup>5</sup> 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.

TR ANTALYA01

The incoming student should participate to the Orientation week.

### 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 BRAGANC 01	15 July	15 November
TRANTALYA01	1 <sup>st</sup> of april till 20 <sup>m</sup> of August	15ht of October till 20 <sup>m</sup> of December

2. The receiving institution will send its decision within the following period:

TR ANTALYA01: 6weeks  
P BRAGANC 01: 6 weeks

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
P BRAGANC 01	September-February	February-July
TRANTALYA01	September-January	February-June

4. A Transcript of Records will be issued by the receiving institution no later than five<sup>6</sup> weeks after the assessment period has finished at the receiving HEI. The assessment period usually last until the end of the semester.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<sup>6</sup>Before students leave Hochschule Darmstadt they have to request their Transcript of Records via Email to the 'Sekretariat' (Edith Trautmann [edith.trautmann@h-da.de](mailto:edith.trautmann@h-da.de), Brunhilde vom Brocke [brunhilde.vombrocke@h-da.de](mailto:brunhilde.vombrocke@h-da.de)) and the "Vorsitzende des Prüfungsausschuss" (Prof. Sabine Winkler [sabine.winkler@h-da.de](mailto:sabine.winkler@h-da.de)).

## F. Information

### 1. Grading system of the institutions

**P BRAGANC 01** [www.ipb.pt/ectsguide](http://www.ipb.pt/ectsguide)

#### TR ANTALYA01 : ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	<i>EXCELLENT - outstanding performance with only minor errors</i>
B	25	<i>VERY GOOD - above the average standard but with some errors</i>
C	30	<i>GOOD - generally sound work with a number of notable errors</i>
D	25	<i>SATISFACTORY - fair but with significant shortcomings</i>
E	10	<i>SUFFICIENT - performance meets the minimum criteria</i>
FX	-	<i>FAIL - some more work required before the credit can be awarded</i>
F	-	<i>FAIL - considerable further work is required</i>

### 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
<b>P BRAGANC 01</b>	Joana Aguiar International Relations Office <a href="mailto:Joanaquiar@ipb.pt">Joanaquiar@ipb.pt</a>	<a href="http://www.ipb.pt/iro">www.ipb.pt/iro</a>
TRANTALYA01	Erasmus Institutional Coordinator Serap YETER <a href="mailto:erasmus@akdeniz.edu.tr">erasmus@akdeniz.edu.tr</a> Tel:02423102125 Fax:02423106629	<a href="http://erasmus.akdeniz.edu.tr/frequently-asked-questions">http://erasmus.akdeniz.edu.tr/frequently-asked-questions</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
<b>P BRAGANC 01</b>	Joana Aguiar International Relations Office <a href="mailto:Joanaguilar@ipb.pt">Joanaguilar@ipb.pt</a>	<a href="http://www.ipb.pt/iro">www.ipb.pt/iro</a>
TRANTALYA01	Erasmus Institutional Coordinator Serap YETER <a href="mailto:erasmus@akdeniz.edu.tr">erasmus@akdeniz.edu.tr</a> Tel:02423102125 Fax:02423106629	<a href="http://erasmus.akdeniz.edu.tr/frequently-asked-questions">http://erasmus.akdeniz.edu.tr/frequently-asked-questions</a>

### 4. Housing


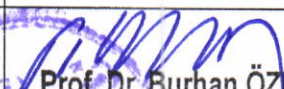
The receiving institution will guide incoming mobile participants in finding accommodation, according to

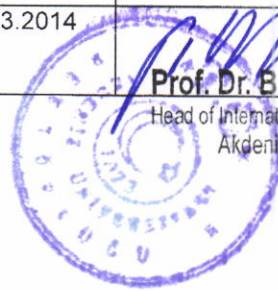
the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
P BRAGANC 01	Joana Aguiar International Relations Office Joanaguiar@ipb.pt	www.ipb.pt/iro
TRANTALYA01	Erasmus Institutional Coordinator Serap YETER erasmus@akdeniz.edu.tr Tel:02423102125 Fax:02423106629	<a href="http://erasmus.akdeniz.edu.tr/frequently-asked-questions">http://erasmus.akdeniz.edu.tr/frequently-asked-questions</a>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P BRAGANC 01	Professor Luis Pais Vice President, Institutional Coordinator	07.07.2014	
TRANTALYA01	Prof.Dr.Burhan ÖZKAN Head of International Relations Office	04.03.2014	 <b>Prof. Dr. Burhan ÖZKAN</b> Head of International Relations Office Akdeniz University



<sup>7</sup> Scanned signatures are accepted