



Erasmus+ Programme

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

Inter-institutional agreement 2019 - 2022

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	Contact details	Website
Burdur Mehmet Akif Ersoy University	TR BURDUR01	Erasmus+ Institutional Coordinator Prof.Dr.Dursun KÖSE dkose@mehmetakif.edu.tr Erasmus+ Departmental Coordinator: International Relations Office: Phone&Fax: +90 248 213 1210 E-mail: iro@mehmetakif.edu.tr	International Relations Office https://iro.mehmetakif.edu.tr/ https://obs.mehmetakif.edu.tr/oibs/bologna
INSTITUTO POLITÉCNICO DA GUARDA	PGUARDA01	Erasmus Institutional Coordinator: Joaquim Manuel Fernandes Brigas, PhD Contact persons: Anabela Pires / Lurdes Mendes / Susana Pereira / Vitória Fonseca International Relations Office ADDRESS: Avenida Dr. Francisco Sá Carneiro, nº 50 - 600-559 Guarda (Portugal) PHONE: +351 271 220 105 / FAX : + 351 271 222 690 E-MAIL: gmc@ipg.pt	www.ipg.pt Student Guide: http://www.ipg.pt/guia_aluno/defaultuk.aspx

More contact and other information can be given in a separate info sheet accompanying this agreement.

B. Mobility numbers 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 the calendar year (for the next academic year).

FROM	TO	Subject area code (ISCED)	Subject area name	Study cycle level	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR BURDUR01	PGUARDA01		-Marketing -Management - Accounting -Computer Science Engineering	1 st , 2 nd	2x5 months=10 months	To be defined
PGUARDA01	TR BURDUR01		-International Trade -Customs Management - Accounting and Financial Management -Management Information Systems -Business Administration -Computer Engineering	1 st , 2 nd	2x5 months=10 months	To be defined

FROM	TO	Subject area code (ISCED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR BURDUR01	PGUARDA01		-Marketing -Management - Accounting -Computer Science Engineering	2 x 1 week	2 x 1 week
PGUARDA01	TR BURDUR01		-International Trade -Customs Management - Accounting and Financial Management -Management Information Systems -Business Administration -Computer Engineering	2 x 1 week	2 x 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	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies / Traineeships	Staff Mobility for Teaching
TR BURDUR01		Turkish	English	B1 in English	B2 in English
PGUARDA01		Portuguese	Some subjects may be taught in English	A2 in Portuguese B1 in English	B1 in English

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

D. Additional requirements

TR BURDUR01: In case of additional requirements in regard to academic, organizational or other aspects, please contact the International Relations Office: iro@mehmetakif.edu.tr.

TR BURDUR1 has made and is still making arrangements at the campus to make life easier for students and staff with disabilities. International Relations Office should be informed before each nomination of student and staff with disability.

P GUARDA01: 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	Autumn semester	Spring semester
TR BURDUR01	30th July	30th December
PGUARDA01	30 May	15 December

2. The receiving institution will send its decision within **4 weeks from the application deadline.**
3. A Transcript of Records with attendance dates will be issued by the receiving institution no later than **5 weeks after the assessment period** has finished at the

receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.

4. Termination of the agreement

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. 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

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TR BURDUR01

For first cycle	Letter Grade	Grade Point	Success Point	For first cycle: AA-CC: Successful DC-DD: Conditionally Successful FF: Unsuccessful
	AA	4.00	90-100	
	BA	3.50	85-89	
	BB	3.00	80-84	
	CB	2.50	75-79	
	CC	2.00	70-74	
	DC	1.50	65-69	
	DD	1.00	60-64	
	FD	0.50	01-59	
	FF	0.00	00.00	
For second and third cycles	Letter Grade	Grade Point	Success Point	AA-CC: Successful (for second cycle students) AA-CB: Successful (for third cycle students)
	AA	4.00	90-100	
	BA	3.50	85-89	
	BB	3.00	80-84	
	CB	2.50	75-79	
	CC	2.00	70-74	
	FD	1.50	01-69	
	FF	DZ	0	

P GUARDA01: Will provide the statistical distribution of grades according to the descriptions in the ECTS user's guide as well as the quantitative and qualitative institutional grading system.

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	Contact details	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	http://www.mehmetakif.edu.tr/
PGUARDA01	GMC: gmc@ipg.pt +351 271 220 105	http://www.ipg.pt/relacoes_internacionais/

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	Contact details	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	http://www.mehmetakif.edu.tr/
PGUARDA01	GMC: gmc@ipg.pt +351 271 220 105	http://www.ipg.pt/relacoes_internacionais/

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	Contact details	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	http://www.mehmetakif.edu.tr/
PGUARDA01	International Relations Office Email: gmc@ipg.pt Phone: + 351 271 220 105 Or Social Services: Isabel Calçada Email: sabelcalcada@ipg.pt Phone: +351 271 208 097	http://www.ipg.pt/relacoes_internacionais/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
TR BURDUR01	Prof. Dr. DURSUN KÖSE Erasmus+ Institutional Coordinator	24.04.2019	
PGUARDA01	Joaquim Manuel Fernandes Brigas, PhD Presidente	16.05.2019	