

Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2020
between programme countries
[Minimum requirements]

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)
ATATÜRK UNIVERSITY	TR ERZURUM01	Erasmus Institutional Coordinator Prof. Dr. Fahri Yavuz erasmus@atauni.edu.tr uia@atauni.edu.tr Tel: +90-442-231-1058/3 Fax: +90-442-231-1039 Ataturk University Office of International Affairs Rectorate Building #409 25240 Erzurum/TURKEY	http://eobs.atauni.edu.tr/
UNIVERSIDADE LUSÓFONA DE HUMANIDADES E TECNOLOGIAS	P LISBOA52	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office Av. Campo Grande, nº 376, 1749-024 Lisboa trdamasio@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/guia-ects.html

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 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 number x month=)	Student Mobility for Traineeships
TR ERZURUM01	P LISBOA52	023	Languages	1 st	1x5=5 1 student 5 months	-
P LISBOA52	TR ERZURUM01	023	Languages	1 st	1x5=5 1 student 5 months	-

[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 ERZURUM01	P LISBOA52	023	Languages	1x5=5 1 staff 5 days	1x5=5 1 staff 5 days
P LISBOA52	TR ERZURUM01	023	Languages	1x5=5 1 staff 5 days	1x5=5 1staff 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 ERZURUM01	–	ENGLISH	–	A2-B1	A2-B1
P LISBOA52		PORTUGUESE	ENGLISH	ENGLISH B2	

D. Additional requirements

Atatürk University has an online guide to welcome students and staff with disabilities:
<http://eobs.atauni.edu.tr>

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-Nomination, application documents and registration received after application deadlines will not be accepted;

-Procedures for Application:

-Official nomination by the host University;

-The students must be registered in: <http://apps.grupolusofona.pt/pls/apex/f?p=110:26>

-We need to receive by email carmen.pereira@ulusofona.pt and by post to:

Learning Agreement, Medical Report and a Copy of your Identity Card or Passport and European Health Card.

-Please Pay Attention to these Instructions:

The Learning Agreement must be signed and stamped by your University.

The Medical Report must be filled and stamped by the doctor.

The address to send the original documents:

Universidade Lusófona de Humanidades e Tecnologias

International, Career & Entrepreneurship Office

Av. Campo Grande, 376 - 1749-024 Lisboa - Portugal

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 ERZURUM01	June 30	November 30
P LISBOA52	31th of May	31th of October

2. The receiving institution will send its decision within 4 weeks. . **(According with the Course Directors confirmation.)**

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines] . **(According with the Course Directors confirmation.)**

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

Atatürk University: <http://eobs.atauni.edu.tr>

Grading Scale at the Universidade Lusófona de Humanidades e Tecnologias

The University System of grades in Portugal varies between 0 and 20 where the minimum grade to pass is 10. (Law by the Decree nº 42/2005 (22 February 2005))

Grade	Qualification
20 / 18	Excellent
17 / 16	Very good
15 / 14	Good
13 / 10	Sufficient
10/0	Fail

ECTS grading scale:

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

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

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 ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey)
P LISBOA52	elisabete.lourenco@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html

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.

All the participants must have the European Health Card.

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 ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr
P LISBOA52	elisabete.lourenco@ulusofona.pt +351 21 751 55 65	http://www.ulusofona.pt/mobilidade-e-relacoes-internacionais.html

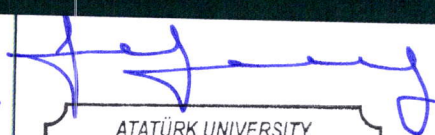
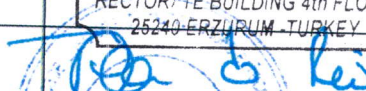

4. Housing

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 ERZURUM01	erasmus@atauni.edu.tr pia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr
P LISBOA52	crisrina.matos@ulusofona.pt +351 21 751 55 65	http://residencia.ulusofona.pt

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)*

Institution [Erasmus code]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	17-03-2014	 ATATÜRK UNIVERSITY OFFICE OF INTERNATIONAL AFFAIRS RECTORATE BUILDING 4th FLOOR 25240-ERZURUM-TURKEY
P LISBOA52	Dra. Teresa do Rosário Damásio Director of the International, Career & Entrepreneurship Office	07/03/2014	 

*Scanned signatures are accepted.