

Information on Digital Inter-Institutional Agreements

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

Requirements for Inter-Institutional Agreements 2021-20[29]

IMPORTANT INFORMATION: For the next Erasmus programme, Inter-Institutional Agreements must be renewed using the new online Inter-Institutional Agreement Manager or an equivalent system connected to the Erasmus Without Paper Network. Therefore, this template is provided for information purposes only and must not be used to renew or create agreements outside of the new online system. This document gives a preview of the proposed format and content of the new online Inter-Institutional Agreement. When the Inter-Institutional Agreement Manager is released, it will be accompanied by a more detailed data standard, to which all equivalent systems will then need to adhere.

Static information embedded in the system and applicable to all Inter-Institutional agreements

*The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

General information entered into the higher education institutions' profile and updated by the higher education institution. The general information about the institution is accessible to students.

Instituto Politecnico da Guarda

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)
Instituto Politecnico da Guarda	P GUARDA01	gmc@ipg.pt /

Websites	URLs
General	
Faculty/Faculties	
Course Catalogue	

Karabuk University

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)
Karabuk University	TR KARABUK01	oyaonalan@karabuk.edu.tr / oyaonalan@karabuk.edu.tr

Websites	URLs
General	
Faculty/Faculties	
Course Catalogue	

Calendar

Incoming student nominations must reach the institution by:

Karabuk University

Autumn term [day/month]	Spring term [day/month]
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Instituto Politecnico da Guarda

Autumn term [day/month]	Spring term [day/month]
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Autumn term [day/month]	Spring term [day/month]
--05-15	--11-30

Applications from incoming students must reach the institution by:

Karabuk University

Autumn term [day/month]	Spring term [day/month]

Instituto Politecnico da Guarda

Autumn term [day/month]	Spring term [day/month]
--05-30	--12-15

Application procedure for incoming students

Karabuk University

Contact details (email, phone)	Website for information

Instituto Politecnico da Guarda

Contact details (email, phone)	Website for information
gmc@ipg.pt	+351271220105

Additional requirements

Karabuk University

Requirement	Details	Website for information (if applicable)

Instituto Politecnico da Guarda

Requirement	Details	Website for information (if applicable)
Academic requirements	Not present	https://politecnicoguarda.pt/

The institution will send its decision within [x] weeks, and no later than 5 weeks.

Inclusion and accessibility

The institution will provide support to incoming mobile participants with special needs, 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:

Karabuk University

Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
		/	
Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
		/	

Instituto Politecnico da Guarda

Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
P GUARDA 01	Not present	gmc@ipg.pt / +351271220105	https://politecnicoguarda.pt/
Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
P GUARDA 01	Not present	gmc@ipg.pt / +351271220105	https://politecnicoguarda.pt/

Housing

The 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 contact points and information sources:

Karabuk University

Contact details (email, phone)	Website for information

Instituto Politecnico da Guarda

Contact details (email, phone)	Website for information
gmc@ipg.pt	+351271208097

Visa

The institution 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:

Karabuk University

Contact details (email, phone)	Website for information
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Instituto Politecnico da Guarda

Contact details (email, phone)	Website for information
gmc@ipg.pt	+351271200100

Insurance

The institution 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

Karabuk University

Contact details (email, phone)	Website for information
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Instituto Politecnico da Guarda

Contact details (email, phone)	Website for information
gmc@ipg.pt	+351271220105

Additional information

Karabuk University

Information on:	Contact details (email, phone)	Website for information
	/	

Instituto Politecnico da Guarda

Information on:	Contact details (email, phone)	Website for information
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Information on:	Contact details (email, phone)	Website for information
Other useful information	gmc@ipg.pt /	https://politecnicoguarda.pt/

A Transcript of Records will be issued by the institution no later than [x] weeks after the assessment period has finished. It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines] *After creating the profile of the higher education institution and adding the relevant general information, the higher education institution can proceed to generate Inter-Institutional Agreements with their selected partners

Terms of the agreement to be set for each agreement and approved by the institutions (Information only accessible to the relevant parties).

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 (optional) [ISCED]	Subject area name (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student Mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) [total number of students]	Student Mobility for Traineeships (optional) [total number of months]
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)	6,7	4	36		
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)	6,7	5	25		
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)					
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)					

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) [ISCED]	Subject area name (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student Mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) [total number of students]	Student Mobility for Traineeships (optional) [total number of months]
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)					
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)					

Yes/ No Blended mobility option for students

*By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

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FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) [ISCED]	Subject area name (optional)	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional) [total number of staff]	Staff Mobility for Training (optional) [total number of days]
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)				
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)				
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)	2	10		
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)	2	10		
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)			2	10
TR KARABUK01	P GUARDA01	1014	1014: Sports (16.1 - 813)			2	10

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language(s) of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

P GUARDA01	1014	en		B1	
P GUARDA01	1014	en pt		B1 A2	
P GUARDA01	1014		en		B2
P GUARDA01	1014		en		B1
P GUARDA01	1014				
P GUARDA01	1014				

Any other information regarding the terms of the agreement (optional)

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."]

"Inter-Institutional Agreements are digitally signed"

***Inter-institutional agreements can be signed by more than two higher education Institutions using this template but until the Erasmus Without Paper Network can support the management of multilateral agreements, these must be set up and signed using the same procedures as used under Erasmus+ 2014-2020.**