

# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2021 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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Západočeská univerzita v Plzni (University of West Bohemia)  Mgr. Jana Ovsjanniková Mgr. Jadviga polfívková	<b>CZ PLZEN01</b>	International Office, Univerzitní 20,  306 14 Plzeň, Czech Republic  tel/ fax +420 377 635 702  e-mail: erasmus@rek.zcu.cz	<a href="http://www.zcu.cz">www.zcu.cz</a>
Department of Politics and International Relations, Faculty of Philosophy and Arts, University of West Bohemia  Dr. David Šanc		<a href="mailto:dsanc@kap.zcu.cz">dsanc@kap.zcu.cz</a>  377635603	<a href="http://www.ff.zcu.cz">www.ff.zcu.cz</a> <a href="http://www.kap.zcu.cz">www.kap.zcu.cz</a>
Kocaeli Üniversitesi Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	<b>TR KOCAELI02</b>	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Derya Özveri		Kocaeli Üniversitesi, Umuttepe Kampusu, I.I.B.F, Uluslararası İlişkiler Bölümü, 41380 Kocaeli, Turkey Tel: +90 262 303 1615 Fax: +90 262 303 1622 Email: <a href="mailto:derya.ozveri@kocaeli.edu.tr">derya.ozveri@kocaeli.edu.tr</a>	<a href="http://iibf.kocaeli.edu.tr/">http://iibf.kocaeli.edu.tr/</a>

## A. Information about higher education institutions

## 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Number of students	Mobility periods (total months)
TR KOCAELI02	CZ PLZEN01	312 (14.6)	Political science and civics	1 <sup>st</sup> cycle	2	10
				2 <sup>nd</sup> cycle	1	5
				3 <sup>rd</sup> cycle	1	5
CZ PLZEN01	TR KOCAELI02	312 (14.6)	Political science and civics	1 <sup>st</sup> cycle	2	10
				2 <sup>nd</sup> cycle	1	5
				3 <sup>rd</sup> cycle	1	5

[\*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	Staff Mobility for Training *
TR KOCAELI02	CZ PLZEN01	312 (14.6)	Political science and civics	1 (5 Hours)	1 (5 Hours)
CZ PLZEN01	TR KOCAELI02	312 (14.6)	Political science and civics	1 (5 Hours)	1 (5 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]	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 KOCAELI02	312 (14.6)	English	Turkish	B1	C1
CZ PLZEN01	312 (14.6)	English	Czech	B1	C1

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

[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.]

#### 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 KOCAELI02	JULY	DECEMBER
CZ PLZEN01	May 1 <sup>st</sup>	November 1 <sup>st</sup>

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

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.

#### F. Information

##### 1. Grading systems of the institutions

###### Kocaeli University grading system

At Kocaeli University, one full academic year includes two terms with an ECTS credit of 30 for each. Each course is graded in numbers from 0,00 to 4,00 and these grades are equivalent in ECTS grade and level as follows: 0,00-0,50: Fail (F), 0,50-1,50: Conditional Pass (FX), 1,50-2,00: Sufficient (E), 2,00-2,50: Satisfactory (D), 2,50-3,00: Good (C), 3,00-3,50: Very Good (B), 3,50-4,00: Excellent (A)

The ECTS Credits and Grade Transformation Chart for incoming undergraduate/master's/doctorate students is available at the relevant tab of the following link: <http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1>

###### University of West Bohemia grading system

At University of West Bohemia, one full academic year includes two terms with an ECTS credit of 30 for each. Courses are graded in numbers from 1 to 4. These grades are equivalent in ECTS grade and level as follows: 1 – Excellent, 2 – Very Good, 3 – Good, 4 – Unsatisfactory (Fail). Some courses are graded by mark R – it means: satisfactory completion of course, no grade.

## 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>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
<b>CZ PLZEN01</b>	<a href="mailto:erasmus@service.zcu.cz">erasmus@service.zcu.cz</a>	<a href="http://international.zcu.cz/">http://international.zcu.cz/</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>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDEF7">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDEF7</a>
<b>CZ PLZEN01</b>	<a href="mailto:erasmus@service.zcu.cz">erasmus@service.zcu.cz</a>	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a>


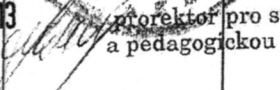
## 4. Housing

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
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A</a>
<b>CZ PLZEN01</b>	<a href="mailto:erasmus@service.zcu.cz">erasmus@service.zcu.cz</a>	<a href="http://international.zcu.cz/">http://international.zcu.cz/</a>

## G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
<b>TR KOCAELI02</b>	<b>Prof. Dr. Serdal Pamuk</b> Erasmus Institutional Coordinator	04 NOV 2013	
<b>CZ PLZEN01</b>	<b>doc. PaedDr. Jaroslav Dokoupil, Ph.D.</b> Vice-rector for academic affairs	21-10-2013	 Západočeská univerzita v Plzni prorektor pro studijní a pedagogickou činnost