



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)
Universidad De Huelva	EHUELVA 01	María Losada Friend Director of International Relations and Modern Languages drinter@uhu.es +34 959 219495	http://www.uhu.es/english/erasmusStudents/ http://www.uhu.es/estudios/ofertaacademica/ofertaacademica.htm
Bianca Miedes Ugarte,		Facultad de Ciencias Empresariales, Campus El Carmen, Huelva, Spain. Tel. +90 34959 219 889, Fax:34 959 217 828, E-mail. miedes@uhu.esb	
Kocaeli Üniversitesi Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Derya Özveri		Kocaeli Üniversitesi, Umuttepe Kampusu, İ.I.B.F, Uluslararası İlişkiler Bölümü, 41380 Kocaeli, Turkey Tel: +90 262 303 1615 Fax: +90 262 303 1622 Email: derya.ozveri@kocaeli.edu.tr	http://iibf.kocaeli.edu.tr/

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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Number of students	Mobility periods (total months)
TR KOCAELI02	E HUELVA 01	313 (14.6)	Political science and civics	1 st cycle	2	10
				2 nd cycle	1	5
				3 rd cycle	1	5
E HUELVA 01	TR KOCAELI02	313 (14.6)	Political science and civics	1st cycle	2	20
				2nd cycle		
				3rd cycle		

[*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	E HUELVA 01	313 (14.6)	Political science and civics	1 (8 Hours)	TBC
E HUELVA 01	TR KOCAELI02	313 (14.6)	Political science and civics	1 (8 hours)	TBC

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	313 (14.6)	English	Turkish	B1	C1
E HUELVA 01		Spanish	English	B1	B2

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
E HUELVA 01	1 st July	30 th November

[* 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>

Grading System of Receiving Institution

UHU: http://correo2.uhu.es/listas/d_read/socios-io/Traslation%20of%20Terms.doc

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 KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Yisa=Residence
E HUELVA 01	Isabel Leandro García drinter02@sc.uhu.es	http://correo2.uhu.es/listas/d_read/socios-io/Information%20on%20Student%20Visas%20Information%20Visados.pdf

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
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24	http://ogr.kocaeli.edu.tr/KOUBS/akts/ograci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDEF7

	Email: inerasmus@kocaeli.edu.tr	
E HUELVA 01	Isabel Leandro drinter02@sc.uhu.es	http://www.uhu.es/english/erasmusStudents/EHUELVA01_International_Student_Guide.pdf


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 KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CEB43DA165C5E249A
E HUELVA 01	Erasmus Student Network Huelva Info@esnhuelva.org	www.esnhuelva.org

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	06 DEC 2013	
E HUELVA 01	María Regla Fernández Garrido Pro Vice-Chancellor for Research, Post Graduate Studies and International Relations	2 nd December, 2013	