



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021<sup>1</sup>

between programme countries

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)
<b>UNIVERSITA' DEGLI STUDI DI PAVIA</b> (University of Pavia) Corso Strada Nuova 65, 27100 Pavia	<b>I PAVIA01</b>	Head of international office: <b>Dr Silvia Massara</b> ***** Contact person in charge of this agreement <b>Veronica Veronese</b> International Relations Office - International Mobility Via S. Agostino, 1 - 27100 PAVIA Email: Veronica.veronese@unipv.it Tel. +39 0382 984302 Fax +39 0382 984314 ***** * Academic coordinator <b>Prof. Carlo Berizzi</b> Department of Civil Engineering and Architecture, Via Ferrata 1, Pavia Tel: +39 0382 985415 E-mail: carlo.berizzi@unipv.it	<a href="http://www.unipv.eu">www.unipv.eu</a>  <a href="http://www.unipv.eu/site/en/home/academics/course-catalogue.html">http://www.unipv.eu/site/en/home/academics/course-catalogue.html</a>  Staff contact details: <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/articolo1006.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/articolo1006.html</a>
<b>Kocaeli University</b>	<b>TR KOCAELI02</b>	<b>Erasmus Institutional Coordinator</b> Prof. Dr. Serdal Pamuk	<a href="http://www.kocaeli.edu.tr">www.kocaeli.edu.tr</a>  <a href="http://ogr.kocaeli.edu.tr/KOUBS">http://ogr.kocaeli.edu.tr/KOUBS</a>

<sup>1</sup>The agreement is valid until the academic year 2020/2021

		<p>Kocaeli Üniversitesi  Tel: +90(262) 303 10 45  Fax: +90(262) 303 10 44  e-mail: spamuk@kocaeli.edu.tr</p> <p><b>Erasmus Departmental Coordinator</b>  Assist. Prof. Dr. Emre Kishali  Faculty of Architecture and Design  Tel: +90(262) 303 42 67  e-mail:  emre.kishali@kocaeli.edu.tr</p>	<p>/akts/bolum.cfm?Dilid=1&amp;Bolu  mid=1007&amp;DipTur=1</p>
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**B. Mobility numbers per academic year**

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, 1st, 2nd or 3rd] *	Student Mobility for Study	
					Total number of students	Number of months of mobility for each student
I PAVIA01	TR KOCAELI02	0731 (new ISCED code 2013)	Architecture and town planning	1 <sup>st</sup>	1	6
TR KOCAELI02	I PAVIA01	0731	Architecture and town planning	1 <sup>st</sup>	2	5

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Staff Mobility for Teaching (tick the box )
I PAVIA01	TR KOCAELI02	0731	Architecture and town planning	x
TR KOCAELI02	I PAVIA01	0731	Architecture and town planning	x

\* compulsory fields

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. Please indicate in which language courses are taught at the host institution, the level required to incoming students and if a certification is needed:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>			Certification [yes(please specify)/no]
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]	Staff Mobility for Training	
I PAVIA01		Italian	English	B1	B2	B2	NO
TR KOCAELI02		Turkish	English	B1	B2		

For more details on the language of instruction recommendations, see the course catalogue provided on the first page.

D. Additional requirements

I PAVIA01

**Staff Mobility for Training and for Teaching:** the University of Pavia welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff training visitor.

Applications must be sent at least two months prior to the desired training/teaching period. The training/teaching period cannot be scheduled during Summer (i.e. July-August) in the Academic year.

**SAISD** takes care of the facilities for students with special needs. It coordinates and monitors all the initiatives relating to the integration of students with disabilities in all aspects of university life, giving them the possibility to attend lessons and laboratory sessions, and to get access to libraries and other university facilities. Contact SAISD on disabili@unipv.it –and visit <http://saisd.unipv.it/>

**Student Mobility for Studies:** for all the requirements please visit <http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students.html>

TR KOCAELI02

It's compulsory for all incoming students to attend the orientation meeting held by International Relations Unit, Kocaeli University.

<sup>2</sup>For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

E. Calendar

1. Applications/information on nominated **students** must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
I PAVIA01	Early July	Early December
TR KOCAELI02	10 <sup>th</sup> July	10 <sup>th</sup> December

I PAVIA01

- 2. The receiving institution will send its decision within 4 weeks.
- 3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
- 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. 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."*

TR KOCAELI02

- 2. The receiving institution will send its decision within **8** weeks.
- 3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	September - February	February - June
I PAVIA01	September - February	March - July

- 4. A Transcript of Records will be issued by the receiving institution no later than **5** 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]*
- 5. Termination of the agreement  
*The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. 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

I PAVIA01: Please visit <http://www.unipv.eu/site/en/home/academics/course-catalogue/articolo9306.html>

TR KOCAELI02

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>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
I PAVIA01	For students incoming.erasmus@unipv.it 0039 0382 984601  For teaching staff elena.fontana@unipv.it 0039 0382 984601	For NON-EU students visa, please visit <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html</a>  For teaching staff visa, please visit <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
I PAVIA01	For students incoming.erasmus@unipv.it 0039 0382 984601  For teaching staff elena.fontana@unipv.it 0039 0382 984601	For students, please visit <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html</a>  For teaching staff, please visit <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php">http://int.kocaeli.edu.tr/int/studentexchange.php</a>




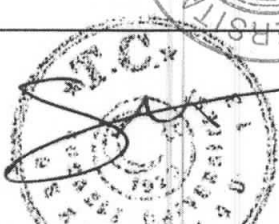
#### 4. Housing

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
I PAVIA01	For students incoming.erasmus@unipv.it 0039 0382 984601  For teaching staff elena.fontana@unipv.it 0039 0382 984601	For students, please visit <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/incoming-students/before-the-arrival.html</a>  For teaching staff, please visit <a href="http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html">http://www.unipv.eu/site/en/home/international-relations/erasmus/teaching-staff-mobility/articolo8797.html</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info">http://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
I PAVIA01	Dott. Silvia Massara Head of International Office	19/12/2013	 
TR KOCAELI02	<b>Erasmus Institutional Coordinator</b> Prof. Dr. Serdal Pamuk Kocaeli Üniversitesi	04 DEC 2013	 

<sup>3</sup>Scanned signatures are accepted