



Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2014-2021 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	Website
UNIVERSIDAD POLITÉCNICA DE MADRID ETSEM	E MADRID05	Erasmus InstitutionalCoordinator: Prof. Alberto Almendra. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. ☎ : +34 91 336 3660 📠 : +34 91 336 3664. ✉ : international.europe@upm.es Erasmus DepartmentalCoordinator: Prof.Pilar IzquierdoAvda/ Juan de Herrera nº 7. 28040 Madrid. Spain. ☎ : +34 91 336 7638 📠 : +34 91 336 7644. ✉ : oficinademovilidad.arquitecturatecnica@upm.es	www.upm.es www.euatm.upm.es
Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI 02	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/
Assist.Prof.Dr. MehtapÖzbayraktar, Erasmus coordinator of Architecture and Design Faculty		Kocaeli Üniversitesi Mimarlık ve Tasarım Fakültesi Mimarlık Bölümü Anıtpark Yerleşkesi İzmit/KOCAELI, Tel: +902623034259 Fax: +902623031044 E-mail: mozbayraktar@kocaeli.edu.tr erasmusarch@kocaeli.edu.tr	http://mtf.kocaeli.edu.tr/ http://int.kocaeli.edu.tr/eng/courses/

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*		Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
		Code [ISCED]	Name		Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
E MADRID05	TR KOCAELI 02	0731	Architecture and Town planning	1 st 2 nd	2x5= 10	—
TR KOCAELI 02	E MADRID05	0731	Architecture and Town planning	1 st 2 nd	2x5= 10	—

[*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*		Number of staff mobility periods	
		Code [ISCED]	Name	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training
E MADRID05	TR KOCAELI 02	0731	Architecture and Building Engineering	1 teacher 1week 5 h.	staff 1 week
TR KOCAELI 02	E MADRID05	0731	Architecture and Building Engineering	1 teacher 1week 5 h.	staff 1 week

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		ES	English	B1	B2
TR KOCAELI 02		English		B1	B2

¹ 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>

For more details on the language of instruction recommendations, see the course catalogue of each institution

D. Additional requirements

Additional requirements at UNIVERSIDAD POLITÉCNICA DE MADRID

It's compulsory for all incoming students to attend the orientation meeting held by International Relations Office, ETSEM- UPM.

ETSEM has the infrastructure to welcome students and staff with disabilities

Additional requirements at Kocaeli University

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

[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]
E MADRID05	June 10 th	December 1 st
TR KOCAELI 02	JULY	DECEMBER

2. The receiving institution will send its decision within 5 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.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
E MADRID05	September - February	February - June
TR KOCAELI02	September - February	February - June

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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide². A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.] UPM: 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honours

UNIVERSIDAD POLITÉCNICA DE MADRID grading system

At ETSEM, 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 10,00 and these grades are equivalent in ECTS grade and level as follows: 0,00-4,99: Fail (F), 5,00-6,99: Sufficient (E), 7,00-8,99 Very Good (B), 9,00-10,00: Excellent (A)

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)

2. 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
E MADRID05	erasmus@upm.es	.European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . Insurance Policy for international mobility (15€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
TR KOCAELI 02	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

3. 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
E MADRID 05	erasmus@upm.es	http://www.upm.es/institucional http://www.euatm.upm.es/
TR KOCAELI 02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence

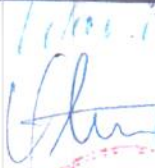

²http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
E MADRID 05	erasmus@upm.es	www.upm.es/internacional/Students/Student+Attention/dd eebfd03a97210VgnVCM10000009c7648aRCRD
TR KOCAELI 02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature
E MADRID 05	Prof. Pilar Izquierdo Gracia Departmental Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator		 
TR KOCAELI 02	Prof. Dr. Serdal PAMUK Erasmus Institutional Coordinator	25 NOV 2013	