



**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]¹**

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 ² (email, phone)	Website (eg. of the course catalogue)
Vorarlberg University of Applied Sciences, Austria (Fachhochschule Vorarlberg)	A DORNBR 01	Contact person: Karin Wüstner-Dobler, MSc. Head International Office Hochschulstraße 1, 6850 Dornbirn, Austria Tel: +43 5572 792 1201 Fax: +43 5572 792 9502 Email: kwu@fhv.at Departmental Coordinators: http://www.fhv.at/fhv-studies/ects-information/ects-institutional-and-departmental-coordinators Contact details International Office: http://www.fhv.at/fhv-studies/international/team-international-office	Course offer in English: http://www.fhv.at/fhv-studies/international/information-for-exchange-students/courses-english Information for exchange students: http://www.fhv.at/fhv-studies/international/information-for-exchange-students
Kocaeli Üniversitesi Kocaeli Sağlık YO. Sosyal Hizmet Bölümü Umutepe Yerleşkesi İzmit/KOCAELİ	TR KOCAELİ02	Contact person: Prof.Dr. Serdal PAMUK Kocaeli Üniversitesi International Relations Unit İzmit/KOCAELİ Address Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr Assoc. Prof. Hakan ACAR Kocaeli Üniversitesi Kocaeli Sağlık YO. Sosyal Hizmet Bölümü Umutepe Yerleşkesi İzmit/KOCAELİ, Tel: +902623037805 Fax: +902623037803 E-mail: Hakan.acar@kocaeli.edu.tr socialwork@kocaeli.edu.tr	

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 September in the preceding academic year.

Student Mobility for Studies

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		
					Total number of students	Student Mobility for Studies *	Student Mobility for Trainee- ships *
						[total number of months of the study periods or average duration*]	
A DORNBIR01	TR KOCAELIO2	762	Social Work and Counselling	1 st	2	10 months	0/0
TR KOCAELIO2	A DORNBIR01	762	Social Work and Counselling	1 st	2	10 months	0/0

Staff Mobility for Teaching

FROM	TO	Subject area code *	Subject area name *	Number of staff mobility periods		
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		Total number of staff	Staff Mobility for Teaching *	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]						
A DORNBIR01	TR KOCAELIO2	762	Social Work and Counselling	1	min. 8h of teaching	min. 2 days
TR KOCAELIO2	A DORNBIR01	762	Social Work and Counselling	1	min. 8h of teaching	min. 2 days

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	Language of Instruc-	Language of instruc-	Recommended language of instruction level ³
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³ ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

[Erasmus code]	tion 1	tion 2 ⁵	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
A DORNBIR01	German	English	German / English B2	German / English B2
	For more details on the language of instruction recommendations, see the course catalogue of each institution (http://www.fhv.at/fhv-studies/international/information-for-exchange-students/courses-english/courses-taught-in-english).			
TR KOCAELI02	English			

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements⁶

Erasmus code of the institution	
A DORNBIR01	<p>Students and staff with disabilities: Infrastructure to welcome students and staff with disabilities is available at the university. In regards to accommodation we highly recommend to get in contact early enough for making sure that individual needs can get considered.</p> <p>Academic requirements: Please consider that it is important that students coming for an exchange semester do have the necessary prerequisites mentioned in the ECTS course descriptions of the individual courses: http://www.fhv.at/fhv-studies/ects-information/course-descriptions</p>
TR KOCAELI02	There are no additional requirements of Kocaeli University.

E. Calendar

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

Erasmus code of the institution	Autumn term [month]	Spring term [month]
A DORNBIR01	May, 31	November, 15
TR KOCAELI02	JULY	DECEMBER

⁵ 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>

⁶ Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

⁶ 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.]

2. The receiving institution will send its decision within:

Erasmus code of the institution	
A DORNBIR01	3 weeks
TR KOCAELI02	6 weeks

3. Academic Calendar

Erasmus code of the institution	Autumn term [from - to]	Spring term [from - to]
A DORNBIR01	October - February	March - July
TR KOCAELI02	September - February	February - June

4. 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.
5. 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

Erasmus code of the institution	
A DORNBIR01	http://www.fhv.at/fhv-studies/technology/software-information-engineering/course-details/examination-regulations-assessment-and-grading
TR KOCAELI02	<p>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)</p> <p>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</p>

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
A DORNBIR 01	Sabine Stickel Tel: +43 5572 792 1200 E-mail: sts@fhv.at	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/visa-and-conditions-of-residence/visa-conditions-of-residence
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=R&esidence

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
A DORNBIR 01	Sabine Stickel Tel: +43 5572 792 1200 E-mail: sts@fhv.at	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/health-and-insurance
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=40D7F1CD0DDFBAD88607F7D8DB44EDE7

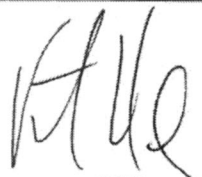

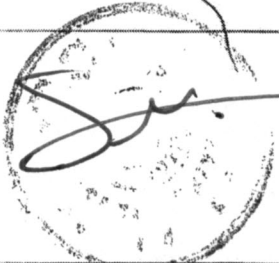
4. Housing

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
A DORNBIR 01	Anja Sieghartsleitner Tel: +43 5572 792 1204 E-mail: sian@fhv.at	http://www.fhv.at/fhv-studies/international/information-for-exchange-students/accommodation/accommodation
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=71D228435D62B17CE843DA165C5E249A

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
Vorarlberg University of Applied Sciences, Austria (Fachhochschule Vorarlberg GmbH) A DORNBIR 01	Mag. Stefan Fitz-Rankl Managing Director T +43 5572 792 2001 F +43 5572 792 9500 stefan.fitz-rankl@fhv.at	16.12.2013	 
Kocaeli Üniversitesi Kocaeli Sağlık YO. Sosyal Hizmet Bölümü Umuttepe Yerleşkesi Izmit/KOCAELI TR KOCAELI02	Prof. Dr. Serdal PAMUK Erasmus Institutional Coordinator	17.12.2013	

⁷ Scanned signatures are accepted