



Erasmus+ Programme
Key Action 1 – Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2015-2021 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.

Institution	Erasmus code	Contact details (email, phone)	Website
Université de Liège	B LIEGE01	Institutional coordinator: Ms. Dominique d'Arripe Contact bilateral agreements: Ms. Christine Reynders International Office - Place du 20-août, 7 (bât. A1), B-4000 Liège Tel. +32 4 366 46 09 - christine.reynders@ulg.ac.be	General information: www.ulg.ac.be Courses catalogue: progcours.ulg.ac.be Erasmus incoming information: www.ulg.ac.be/erasmus/in
Dr. Ir. Stéphanie Lambert-Jamoulle Erasmus Dept. Coordinator Chem. Eng. Dept		Department of Chemical Engineering – Nanomaterials, Catalysis, Electrochemistry Tel: +3243664771 Fax: +3243663545	Stephanie.lambert@ulg.ac.be
Kocaeli University 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	spamuk@kocaeli.edu.tr
Assoc Prof. Dr. Guralp Ozkoc Erasmus Dept. Coordinator Chem. Eng. Dept, Kocaeli Univ.		Chemical Engineering Department of Kocaeli University, Umuttepe İzmit-Kocaeli/Turkey Tel/Fax: +903033542	guralp.ozkoc@kocaeli.edu.tr

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	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
TR KOCAELI02	B LIEGE01	0711	Chemical Engineering	1 st , 2 nd , 3 rd	2 students X 10 months	
B LIEGE01	TR KOCAELI02	0711	Chemical Engineering	2 nd	2 students X 10 months	

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration]	Staff Mobility for Training
TR KOCAELI02	B LIEGE01	0711	Chemical Engineering	1 x 8 hr	
B LIEGE01	TR KOCAELI02	0711	Chemical Engineering	1 x 8 hr	

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:

Institution	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	English		B1	B2
B LIEGE01	French	English	Certified B1 requested (exception: for Business and Economics courses: B2). More information: http://www.ulg.ac.be/cms/c_14110/fr/exigences-linguistiques	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

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:

Institution	Autumn term* [month]	Spring term* [month]
TR KOCAELI02	JULY	DECEMBER
B LIEGE01	15 May (online) – 31 May (printed)	1 November (online) – 15 November (printed)

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

2. The receiving institution will send its decision within 8 weeks.

3. Academic Calendar

Institution	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
B LIEGE01	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: Each party reserves the right to extend, amend or terminate the inter-institutional agreement on the basis of reciprocity. In the event of unilateral termination of the agreement, either party should inform the other party in writing about its decision to discontinue the exchanges with a notice of at least one academic year, provided that such termination shall not affect the students nominated prior to the date of notification. 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

Grading system of Kocaeli University

¹ 1st: undergraduate, 2nd: master or 3rd: PhD

² 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>

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 University of Liege

B LIEGE01	www.ulg.ac.be/cms/c_14663/exams
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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	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?Visa=Residence
B LIEGE01	mobil.in@ulg.ac.be , +32 4 366 5547/4166	www.ulg.ac.be/cms/c_14084/preparation-au-depart

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	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/index.cfm?Dilid=1
B LIEGE01	mobil.in@ulg.ac.be , +32 4 366 5547/4166	www.ulg.ac.be/erasmus/in/sante

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	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/index.cfm?Dilid=1
B LIEGE01	Sofia.Lothe@ulg.ac.be , +32 4 366 52 23	http://logement.ulg.ac.be

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	23.09.2014	
B LIEGE01	Ms. Dominique d'Arripe Institutional Coordinator	25/09/2014	