



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2015 between programme countries [Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Kocaeli University	TR KOCAELI02	Prof. Dr. Serdal PAMUK Kocaeli University, International Office, Umuttepe Campus, Kocaeli, Turkey; Phone: 00902623031332, E-mail: spamuk@kocaeli.edu.tr	
HUB-KAHO vzw	B GENT41	Institutional Coordinator: Bart Hempen International Liaisons Coordinator: An De Moor international@hubkaho.be	www.hubkaho.be

¹Inter-institutional agreements can be signed by two or more higher education Institutions

²Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 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 of average duration *]	Student Mobility for Traineeships
B GENT41	TR KOCAELI02	011	Education Nursery school and Primary School	1 st	(2 Students x 3 Months) 6	Only by individual agreement
TR KOCAELI02	B GENT41	011	EducationNurse ry school and Primary School	1 st	(2 Students x 3 Months) 6	Only by individual agreement

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 [total number of days of teaching periods of average duration *]	Staff Mobility for Training
B GENT41	TR KOCAELI02	011	Education	1 Min. 8 hrs of Teaching	1 Min. 2 days
TR KOCAELI02	B GENT41	011	Education	1 Min. 8 hrs of Teaching	1 Min. 2 days

⁴Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	011	Turkish	English	B1 in English recommended	B2 in English recommended
B GENT41	011	Dutch	English	B1 in English recommended	B2 in English recommended

*B1 is equivalent to ILTS 6.5 or TOEFL iBT 79/80

D. Additional requirements

B GENT41 welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (10 months prior to arrival).

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
B GENT41	(Online) registration: before 15 June	(Online) registration: before 15 November

2. The receiving institution will send its decision within the following time frame:

TR KOCAELI02: We will send our decision and letter of acceptance within **6 weeks**.

B GENT41: we accept all students that are nominated by the partner institution. Letters of acceptance will be sent out to the students within 6 weeks after the deadline for application.

3. A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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.

⁵For 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>

"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

TR KOCAELI02

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>

B GENT41:

[http://www.hubkaho.be/HUB_KAHO/Huidig-student/Huidig-student-Studentenadministratie/\(24131\)-Huidig-student-Huidig-student-Studentenadministratie-Onderwijs-en-examenreglement.html](http://www.hubkaho.be/HUB_KAHO/Huidig-student/Huidig-student-Studentenadministratie/(24131)-Huidig-student-Huidig-student-Studentenadministratie-Onderwijs-en-examenreglement.html)

A	18
B	16
C	14
D	12
E	10
FX	9
F	7
No participation	NA
Pass with distinction	14
Pass	12
Fail	7

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?Visa=Residence

B GENT41	Campus Brussels: Stefanie Derks Campus Ghent, Aalst, Sint-Niklaas: Caroline van der Veer international@hubkaho.be	www.hubkaho.be
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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 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
B GENT41	Gunter Elebaut: gunter.elebaut@hubkaho.be	www.hubkaho.be

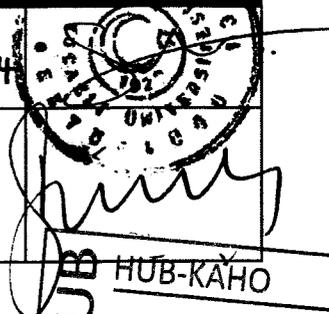
4. Housing

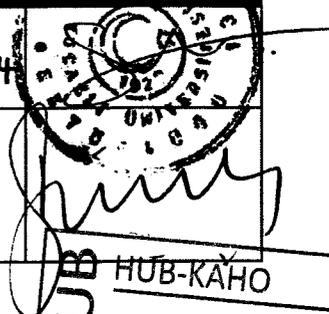
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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=71D228435D62B17CE843DA165C5E249A
B GENT41	Campus Brussels: Marieke Steurs housing@hubkaho.be Campus Ghent, Aalst, Sint-Niklaas: Bie Van de Castele bie.vandecasteele@hubkaho.be	www.hubkaho.be

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KOCAELI02	Prof. Dr. Serdal Pamuk Institutional Coord.	02/10/2014	
B GENT41	Dirk De Ceulaer Managing director	28/02/2014	



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Warmoesberg 26 - 1000 Brussel
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⁶Scanned signatures are accepted