



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

Inter-institutional agreement 2014 – 2020[21]
 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	ERASMUS CODE	ADMINISTRATIVE CONTACT	ACADEMIC CONTACT	WEBSITE
Tomas Bata University in Zlín Faculty of Applied Informatics	CZ ZLIN01	Contact person: Ing. Jana Skoloudikova, Head of the International Office Address: nám. T. G. Masaryka 5555,7600 Zlín, Czech Republic Phone: +420 57 603 2238 Email: skoloudikova@rektorat.utb.cz	Contact person: doc. Ing. Marek Kubalčík, Ph.D. Faculty coordinator Faculty of Applied Informatics Address: Nad Stráněmi 4511, 760 05 Zlín, Czech Republic Phone: +420 57 603 5198 Email: kubalcik@fai.utb.cz Contact person: Ing. Ivana Pejřová, Assistant, Faculty of Applied Informatics Address: Nad Stráněmi 4511, 760 05 Zlín, Czech Republic Phone: +420 57 603 5214 Email: pejrova@fai.utb.cz	www.utb.cz
Kocaeli University Faculty of Technology Department of Automotive Engineering	TR KOCAELI02	Contact person:	Contact person: Assist. Prof. Dr. Ertan ALPTEKİN Erasmus Departmental Coordinator Address: Kocaeli University Faculty of Technology Department of Automotive Engineering Umuttepe, 41380, Kocaeli Turkey Tel: +90 262 303 2312 Fax: +90 262 303 2203 E-mail: ertanalptekin@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/ http://otomotiv.kocaeli.edu.tr/eng/index.php

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.

1. Student mobility

FROM (Erasmus code of the sending institution)	TO (Erasmus code of the receiving institution)	SUBJECT AREA		LEVEL - CYCLE			STUDENT MOBILITY			
							For Study		For Traineeship	
		ISCED Code	Name	1st	2nd	3rd	Student Number	Months (=sum)	Student Number	Months (=sum)
CZ ZLIN01	TR KOCAELI02	061	ICTs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2	10		
TR KOCAELI02	CZ ZLIN01	071	Engineering and engineering trades	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	10		

2. Staff mobility

FROM (Erasmus code of the sending institution)	TO (Erasmus code of the receiving institution)	SUBJECT AREA		STAFF MOBILITY			
				For teaching		For training	
		ISCED Code	Name	Number of Staff	Teaching days	Number of Staff	Working days
CZ ZLIN01	TR KOCAELI02	061	ICTs	2	5		
TR KOCAELI02	CZ ZLIN01	071	Engineering and engineering trades	2	5		

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)	STUDENT MOBILITY						STAFF MOBILITY	
	1 st language of instruction Common European Framework of Reference for Languages (CEFR)			2 nd language of instruction Common European Framework of Reference for Languages (CEFR)			Language for teaching or training Common European Framework of Reference for Languages (CEFR)	
	Name	Minimum recommended level	Certification	Name	Minimum recommended level	Certification	Name	Minimum recommended level
CZ ZLIN01	Czech	A1 <input checked="" type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input checked="" type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>
TR KOCAELI02	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Turkish	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	English	A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input checked="" type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/>

D. Information about additional requirements and disabilities

RECEIVING INSTITUTION (Erasmus code)	SUBJECT AREA (ISCED code)	ADDITIONAL REQUIREMENTS	FACILITIES FOR DISABILITIES
CZ ZLIN01	All subject areas	Student Application Form and Learning Agreement + copy of student ID, Transcript of Records, CV	upon former individual agreement
TR KOCAELI02	All subject areas	Student Application Form and Learning Agreement + copy of student ID, Transcript of Records, CV	upon former individual agreement

E. Calendar

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

RECEIVING INSTITUTION (Erasmus code)		I Term		II Term	
		From	To	From	To
CZ ZLIN01	Study period (exams included)	September	December/January	February	May/June
	Application period	June 1		November 1	
TR KOCAELI02	Study period (exams included)	September	January	February	May/June
	Application period	July		December	

2. Documents related to the mobility:

RECEIVING INSTITUTION (Erasmus code)		STUDENT ACCEPTANCE	TRANSCRIPT OF RECORDS ¹	RENEWAL OF THE AGREEMENT ²
CZ ZLIN01	PROCEDURE	Learning Agreement confirmed by receiving institution: Letter of Acceptance	Sent by post to the sending institution – International Office	By post
	TIMELINE	Within three weeks after deadline	Within one month from student departure/ end of semester	1 September
TR KOCAELI02	PROCEDURE	Learning Agreement confirmed by receiving institution: Letter of Acceptance	Sent by post to the sending institution – International Office or delivered by hand to the student	By e-mail
	TIMELINE	Within three weeks after deadline	Within one month from student departure or end of semester	1 September

F. Information

1. Grading systems of the institutions

RECEIVING INSTITUTION (Erasmus code)	DETAILS	WEBSITE
CZ ZLIN01	The grading scale is from A – F (FX). Courses are evaluated with ECTS.	http://www.utb.cz/i-want-to-study/ects-credit-allocation-based-on-the-student-workload
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)	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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
CZ ZLIN01	Phone: +420 576 032 208 Email: bycek@rektorat.utb.cz	http://www.utb.cz/international/exchange-incoming-students

¹ 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.

² 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 1st 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	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
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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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
CZ ZLIN01	Phone: +420 576 032 208 Email: bycek@rektorat.utb.cz	http://www.utb.cz/international/exchange-incoming-students
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/aktis/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:

RECEIVING INSTITUTION (Erasmus code)	CONTACT DETAILS	WEBSITE
CZ ZLIN01	Phone: +420 576 032 208 Email: bycek@rektorat.utb.cz	http://www.utb.cz/international/accommodation
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	Hotels : http://int.kocaeli.edu.tr/int/?Hotels=Yes Dorms : http://int.kocaeli.edu.tr/int/?Dorms=Yes Share an Apartment : http://int.kocaeli.edu.tr/int/?Accommodation=Yes

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

INSTITUTION (Erasmus code)	FUNCTION	NAME	DATE	SIGNATURE	STAMP
CZ ZLIN01	Vice-Rector for International Relations	Mgr. Pavel Krutil	25.8.2016		
TR KOCAELI02	Erasmus Institutional Coordinator	Assoc. Prof. Dr. Doğan YÜKSEL	24/05/2016		