

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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details ¹ (email, phone)	Website (eg. of the course catalogue)
Hochschule Bochum University of Applied Sciences Siegfried Engesser-Paris Institutional Coordinator	D BOCHUM02	Hochschule Bochum International Office Lennershofstr. 140 44801 Bochum Tel. +49-234-321002 FAX +49-234-3214947 e-mail: siegfried.engesser-paris	www.hochschule-bochum.de
Dr. Martin Grote Departmental Coordinator		Hochschule Bochum Business Faculty Lennershofstr. 140, 44801 Bochum Tel. +49-234-3210619 FAX +49-234-3214224 e-mail: martin.grote@hs-bochum.de	http://www.hochschule-bochum.de/fileadmin/m/edia/studienangebot/ordnungen/bachelor/CCB/Modulhandbuch Betriebswirtschaftslehre Bachelor.pdf
Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE	http://int.kocaeli.edu.tr/int/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Coordinator		Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	
Yücel Demirer Departmental Coordinator for the Political Science and Public Administration Department		Kocaeli University, Department of Political Science and Public Administration, Faculty of Economics and Administrative Sciences, Umuttepe Yerleskesi Izmit/Kocaeli 41380 TURKEY Phone: +90-262-303 16 05 Fax: +90-262-303 15 03 E-mail: yuceldemirer@gmail.com	http://sbky.kocaeli.edu.tr/en/index.php http://ogr.kocaeli.edu.tr/koubs/Bologna/Genel/DersListesi.cfm?Dilid=D08DD0B7195EDA2B0FEF88DD431FFF7F

A. Information about higher education institutions

B. Mobility numbers² 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	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] ³	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	D BOCHUM02	313	Political Science	1st	2 students for one semester each
D BOCHUM02	TR KOCAELI02	34	Business	1st	2 students for one semester each

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements

² Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

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

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.]

Staff Mobility for Teaching

FROM	TO	Subject area code]	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	D BOCHUM02	313	Political Science	1 X 5 hours (One week)	
D BOCHUM02	TR KOCAELI02	34	Business	1 X 5 hours (One 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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		English		B1	B2
D BOCHUM02		German		B1	B2

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

⁴ 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>

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.

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
D BOCHUM02	June	January

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

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

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
D BOCHUM02	SEPTEMBER - FEBRUARY	MARCH - AUGUST

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

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>

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
D BOCHUM02	International Office Tel. +49-234-321002 e-mail: petra.haendler@hs-bochum.de	http://www.hochschule-bochum.de/international/incoming/akadauslandsamt.html

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/index.cfm?Dilid=1
D BOCHUM02	International Office Tel. +49-234-321002 e-mail: petra.haendler@hs-bochum.de	http://www.hochschule-bochum.de/international/incoming/akadauslandsamt.html



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/index.cfm?Dilid=1
D BOCHUM02	International Office Tel. +49-234-321002 e-mail: petra.haendler@hs-bochum.de	http://www.hochschule-bochum.de/international/incoming/akadlandsamt.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
TR KOCAELI02	Prof. Dr. Serdal Pamuk CEYDA POLATEL Erasmus Institutional Coordinator (on behalf of)	10/02/14	
D BOCHUM02	Siegfried Engesser-Paris Erasmus Institutional Coordinator	22.01.2014	

⁵ Scanned signatures are accepted