

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² between programme countries

The institutions named below agree to co-operate 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 the higher education institutions

Name of institution (and department, where relevant)	Erasmus code	Contact details ³ (e-mail, phone)	Website (eg. of the course catalogue)
Kocaeli Üniversitesi Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/ TÜRKİYE Ph.: +90 262 303 1332 Fax: +90 262 303 1044 E-mail: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Hochschule Mannheim Mannheim University of Applied Sciences Aleksandra Rudzinska-Czogalla (LL.M.) <u>Erasmus Institutional Coordinator</u> Prof. Dr. Katharina Müller	D MANNHEI03	International Office Friedrich-Wilhelm-Straße 10 D-68163 Mannheim Email: a.czogalla@hs-mannheim.de Tel. + 49 621 292 6876 Fax + 49 621 292 6449 Tel. +49 621 292 6724 Fax +49 621 292 6720	http://www.hs-mannheim.de/internationales/international-office.html

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

Contact Person at the Department Social Work		Email: Katharina.mueller@hs-mannheim.de	
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B. Mobility numbers⁴ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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]	Sub ject area code * [ISCED D]	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*]
TR KOCAELI02	D MANNHEI 03	0923	Social Work and Counselling	1 st , 2nd	2x 5 months (1 semester)
D MANNHEI 03	TR KOCAELI02	0923	Social Work and Counselling	1 st , 2nd	2x 5 months (1 semester)

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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Sub ject area code * [ISCED I]	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 MANNHEI 03	0923	Social Work and Counselling	1 person (minimum of 8 hours of teaching)	1 person (2 days to 2 months)
D MANNHEI 03	TR KOCAELI02	0923	Social Work and Counselling	1 person (minimum of 8 hours of teaching)	1 person (2 days to 2 months)

⁴ Mobility 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 <i>Minimum recommended level: B1</i>	Staff Mobility for Teaching <i>Minimum recommended level: B2</i>
TR KOCAELI02	0923	Turkish	English	B1 (recommended)	B2 (recommended)
D MANNHEI 03	0923	German	English	Autumn semester*: English B1 or German A2-B1 Spring semester: German B1	B2

*For the students coming for the autumn semester we recommend having the German language skills level of A1-A2 and attending the mandatory German Intensive Language Course (start at the beginning of September) or having the German language skills level of B1.

Courses in English are offered only during the autumn semester.

D. Calendar

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

Receiving institution [Erasmus code]	Autumn term ⁶ [month]	Spring term ⁶ [month]
TR KOCAELI02	JULY	DECEMBER
D MANNHEI 03	31 May	30 November

2. The receiving institution will send its decision within 4 weeks.
3. 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.
4. **Termination of the agreement or Changes** in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

E. Information

1. Grading systems of the institutions

D MANNHEI 03:

https://www.hs-mannheim.de/fileadmin/user_upload/hauptseite/pdf/StuPo/Stupo_Archiv/stupo_bachelor_17-06-13.pdf

1.0	Excellent	Excellent performance
1.3 – 1.5	Very good	Significantly above average performance
1.7 – 2.3	Good	Above average performance
2.7 – 3.3	Satisfactory	Average performance
3.7 – 4.0	Sufficient	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.
4.1 – 6.0	Fail	Inadequate performance (Credit is not earned.)

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>

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>

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 (e-mail, 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 MANNHEI 03	Contact: Ms Edith Krauth International Office e.krauth@hs-mannheim.de	

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 (e-mail, 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
D MANNHEI 03	Contact: Ms Edith Krauth International Office e.krauth@hs-mannheim.de	

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:

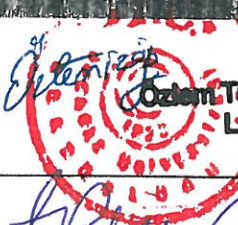
Institution [Erasmus code]	Contact details (e-mail, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
D MANNHEI 03	Contact: Ms Edith Krauth International Office e.krauth@hs-mannheim.de	

5. Students with disabilities

D MANNHEI 03: Please contact Prof. Dr. med. Manfred Oster a manfred.oster@hs-mannheim.de or visit:

<http://www.hs-mannheim.de/organisation-und-gremien/bauftragte/beauftragter-fuer-studierende-mit-behinderung-oder-chronischer-erkrankung.html>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KOCAELI02	<i>on behalf of</i> Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	10.06.2014	 <i>Etemizoz</i> Etemizoz (PhD) Lecturer
D MANNHEI 03	Aleksandra Rudzinska-Czogalla (LL.M.) Erasmus Institutional Coordinator	3.7.14	<i>Alexandra Czogalla</i> HOCHSCHULE MANNHEIM International Office Paul-Wittsack-Straße 10 68163 Mannheim

⁶ Scanned signatures are accepted