



# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>** **between programme countries**

### **[Minimum requirements]<sup>3</sup>**

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD DEL PAIS VASCO / EUSKAL HERRIKO UNIBERTSITATEA	E BILBAO01	<b>Marta Barandiaran,</b>  <b>Director for International Mobility</b>  Edificio Rectorado, Barrio Sarriena s/n - 48940 LEIOA - (BIZKAIA) - SPAIN  Phone: +34 94 601 2165  Fax: +34 94 601 3590 <a href="mailto:directora.internacional@ehu.es">directora.internacional@ehu.es</a>  <b>Bilateral Agreements,</b>  <b>International Relations Office</b>  Vicerrectorado de Proyección Internacional  Edificio Ignacio M <sup>a</sup> Barriola - 1 <sup>a</sup> pl.  Plaza Elhuyar, 1 // 20018 DONOSTIA-SAN SEBASTIAN (GIPUZKOA) - SPAIN  Tel.: +34 943 018136  Fax: +34 943018230: <a href="mailto:agreements.international@ehu.es">agreements.international@ehu.es</a>	
		<b>Charles PINTO,</b> Erasmus coordinator of the Faculty of Engineering  Alameda Urquijo s/n - E 48013 Bilbao  Tel. +34 94 6014014 - Fax: +34 94 6013939 - Email: <a href="mailto:charles.pinto@ehu.es">charles.pinto@ehu.es</a>	
	<b>TR KOCAELI02</b>		

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator		Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE  Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	E-mail: 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	E-mail: guralp.ozkoc@kocaeli.edu.tr

## B. Mobility numbers<sup>5</sup> 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]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] 6	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]	
TR KOCAELI02	E BILBAO 01	524	Chemical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students X 10 months	
E BILBAO 01	TR KOCAELI02	524	Chemical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students X 10 months	

[\*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]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training *  [total number of days of teaching periods or average duration *]	
TR KOCAELI02	E BILBAO 01	524	Chemical Engineering	1 x 5 hr	
E BILBAO 01	TR KOCAELI02	524	Chemical Engineering	1 x 5 hr	

<sup>5</sup> 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>)

<sup>6</sup> 1<sup>st</sup>: undergraduate , 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	English		B1	B2
E BILBAO 01	Spanish/English		B1	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:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR KOCAELI02	JULY	DECEMBER
E BILBAO 01	june	november

[\* 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
E BILBAO 01	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.

<sup>7</sup> 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>

## 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>

### E BILBAO01

<http://go.ehu.es/gradingsystem>

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A	10	EXCELLENT	outstanding performance with only minor errors
B	9	VERY GOOD	above the average standard but with some errors
C	8	GOOD	generally sound work with a number of notable errors
D	6, 7	SATISFACTORY	fair but with significant shortcomings
E	5	SUFFICIENT	performance meets the minimum criteria
FX	4	FAIL	some more work required before the credit can be awarded
F	1 ÷ 3	FAIL	considerable further work is required

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one semester

one full academic year

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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 [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
E BILBAO01	Ministerio de Asuntos Exteriores y Cooperación	<a href="http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx">http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx</a> Further assistance: <a href="mailto:helpcentre4.internacional@ehu.es">helpcentre4.internacional@ehu.es</a>

### 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]	Contact details (email, phone)	Website for information
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code]		
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
<b>E BILBAO01</b>	<u>European Commission</u> (Employment, Social Affairs & Inclusion)	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a> Further assistance: <a href="mailto:erasmus@unlroma2.it">erasmus@unlroma2.it</a>

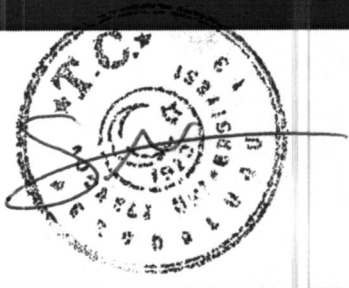

#### 4. Housing

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
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
<b>E BILBAO01</b>	Campus of Biscay (Leloa): <a href="mailto:helpcentre2.internacional@ehu.es">helpcentre2.internacional@ehu.es</a> Campus of Biscay (Bilbao): <a href="mailto:helpcentre3.internacional@ehu.es">helpcentre3.internacional@ehu.es</a>	

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
<b>TR KOCAELI02</b>	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	13 JAN 2014	
<b>E BILBAO01</b>	Marta Barandiaran, Director for International Mobility	09.01.2014	

<sup>8</sup> Scanned signatures are accepted