



# Erasmus+ Programme

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

## Inter-institutional agreement 2014-20[21] between programme countries [Minimum requirements]<sup>1</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.

### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
<b>UNIVERSITAT DE GIRONA</b>  Mrs. Elisabeth Moya	<b>E GIRONA02</b>	<b>International Relations Office (Head Office)</b>  Plaça Sant Domènec, 3  17071 Girona, SPAIN  Tel: +34 972 418075  Fax: +34 972 418031  E-mail: <a href="mailto:elisabeth.moya@udg.edu">elisabeth.moya@udg.edu</a>	<a href="http://www.udg.edu/internacional">http://www.udg.edu/internacional</a>
<b>KOCAELI ÜNİVERSİTESİ</b>  Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator  Assist.Prof.Dr. Mihriban Civan Departmental Coordinator	<b>TR KOCAELI 02</b>	<a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>  Phone: +902623031332 Fax: +902623031044  Kocaeli Üniversitesi Çevre Mühendisliği Bölümü Umuttepe Yerleşkesi İzmit / Kocaeli TURKEY  <a href="mailto:mihriban.civan@kocaeli.edu.tr">mihriban.civan@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr">http://int.kocaeli.edu.tr</a>  <a href="http://www.kocaeli.edu.tr/int/">http://www.kocaeli.edu.tr/int/</a>  <a href="http://cevre.kocaeli.edu.tr/en/index.php">http://cevre.kocaeli.edu.tr/en/index.php</a>  <a href="http://ects.kocaeli.edu.tr/index.cfm?Dilid=1">http://ects.kocaeli.edu.tr/index.cfm?Dilid=1</a>

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>3</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of mobility Student Mobility for Studies  [total number of months of the study periods or average duration]	student periods  Student Mobility for Traineeships *
E GIRONA02	TR KOCAELI 02	0712	Environmental Protection	1st	12m=6m*2st	—
TR KOCAELI 02	E GIRONA02	0712	Environmental Protection	1st	12m=6m*2st	*

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code  [ISCED]	Subject area name	Number of mobility Staff Mobility for Teaching  [total number of days of teaching periods or average duration *]	staff periods  Staff Mobility for Training *
E GIRONA02	TR KOCAELI 02	0712	Environmental Protection	30d=30d*1ts	
TR KOCAELI 02	E GIRONA02	0712	Environmental Protection	30d=30d*1ts	

<sup>3</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>)

### 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E GIRONA02		Catalan or spanish (A2)	English B2		B2
TR KOCAELI 02		English	Turkish		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

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E GIRONA02	June 15 <sup>th</sup>	November 15 <sup>th</sup>
TR KOCAELI02	JULY	DECEMBER

- 2.- Universitat de Girona will send its decision within 2 weeks from the student's application date.

- 3.- Transcript of records

Universitat de Girona issues the Transcript of Records according to the final mark submission date. That means:

For the 1st semester students (Autumn term, from Sept. to February): 1st half of March

For the 2nd semester students (Spring term, from February to June): 1st half of July

For the whole academic year (from Sept. to June 2014): 1st half of July

4. Termination of the agreement

*In the event of unilateral termination of the agreement, 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. "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."*

<sup>4</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

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>5</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### E GIRONA02

In the Spanish university system, ratings are based on the total score of 10 points, with one decimal allowed, obtained by the student in each subject, according to the following scale:

Fail (SS): 0-4,9.

Pass (AP): 5 to 6.9.

Good (NT): 7 to 8.9.

Excellent (SB): 9-10.

Honors: involves having obtained more outstanding special mention. They only may be awarded to students who have achieved a score equal to or greater than 9.0

A subject is considered overcome from Pass (5).

ECTS: <http://www.udg.edu/tabid/17562/language/ca-ES/Default.aspx>

#### Kocaeli University grading system

At Kocaeli University, one full academic year includes two terms with an ECTS credit of 30 for each.

The ECTS Credits and Grade Transformation Chart for incoming students is available at the relevant tab of the following link: <http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1>

### 2. Visa

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E GIRONA02	Email: <a href="mailto:incoming.ore@udg.edu">incoming.ore@udg.edu</a> Phone: +34-972418028	<a href="http://www.udg.edu/tabid/17585/language/en-US/Default.aspx">http://www.udg.edu/tabid/17585/language/en-US/Default.aspx</a>
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>

<sup>5</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

### 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
E GIRONA02	<b>Email:</b> <a href="mailto:incoming.ore@udg.edu">incoming.ore@udg.edu</a> <b>Phone:</b> +34-972418028	<a href="http://www.udg.edu/tabid/17585/language/en-US/Default.aspx">http://www.udg.edu/tabid/17585/language/en-US/Default.aspx</a>
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://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;</a>

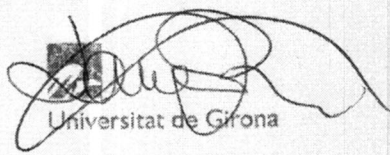
### 4. Housing

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
E GIRONA02	<b>GIRONAHOUSING</b> <b>Allotjament UdG</b> Edifici CIAE Campus Montilivi c/ Maria Aurèlia Capmany, 38 17071 Girona Tel. (+34) 972 419 857 Mòbil (+34) 610 860 241 e-mail: <a href="mailto:allotjament@udg.edu">allotjament@udg.edu</a>	<a href="http://www.udg.edu/tabid/19526/language/en-EN/Default.aspx">http://www.udg.edu/tabid/19526/language/en-EN/Default.aspx</a>
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://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=78D47352D1587ECC45707C258F9E7837">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=78D47352D1587ECC45707C258F9E7837</a> <a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info">http://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
E GIRONA02	Laura Ripoll Head International Office		 Universitat de Girona
TR KOCAELI 02	Prof. Dr. Serdal PAMUK Erasmus Institutional Coordinator	25.12.13	