



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-21 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Universidad San Jorge	E ZARAGOZ07	International Relations Department Campus Universitario Villanueva de Gállego Autovia A-23 Zaragoza-Huesca Km. 299 50.830 - Villanueva de Gállego (Zaragoza) Tel.: +34 976 060100 Email: international@usj.es	http://internationalstudents.usj.es/en
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/
Asst. Prof. Dr. Kerim Karagöz		Kocaeli Üniversitesi Umuttepe Kampüsü İletişim Fakültesi 41380 Kocaeli/Türkiye Ph.: +90 262 303 1848 Fax: +90 262 303 1803 E-mail: kkaragoz@kocaeli.edu.tr	http://if.kocaeli.edu.tr/?p=departments&sub=4&lg=en

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

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

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]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	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 ZARAGOZ07	0211	Audio-visual techniques and media production	1 st	1x5 months	—
E ZARAGOZ07	TR KOCAELI02	0211	Audio-visual techniques and media production	1 st	1x5 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 ZARAGOZ07	0211	Audio-visual techniques and media production	1x5 hours	—	
E ZARAGOZ07	TR KOCAELI02	0211	Audio-visual techniques and media production	1x5 hours	—	

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 of instruction	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	Audio-visual techniques and media production	English		B1 (recommended)	
E ZARAGOZ07	Audio-visual techniques and media production	Spanish	English (where indicated)	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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>)

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://europa.europa.eu/en/resources/european-language-levels-cefr>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E ZARAGOZ07:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: international@usj.es

Welcome days are organised for incoming students at the beginning of each semester and it is compulsory to participate.

All applicants should have a Health Insurance that covers the whole period of their stay.

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 ZARAGOZ07	15th June	15th December

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

2. The receiving institution will send its decision within **6 weeks**.
3. 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.
4. Termination of the agreement

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. 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

Kocaeli University grading system

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>

San Jorge University grading system

The grading system follows both the national regulations and the ECTS guidelines, established in the Spanish Royal Decree 1125/2008.

Course Load per Semester: In average 30 ECTS

Grading:

San Jorge University uses a local grading scale with marks between 0 and 10.

10 reflects the maximum score ; 5 is the minimum mark to pass an exam and obtain credits ; less than 5 means a failure ; «No presentado» means that the student has not participated in the evaluation activities. «Matrícula de Honor» means Excellent, with special mention.

Pass/fail system	Marking system	Definition
Pass	10 (Excellent)	Excellent performance, outstanding knowledge and skills
	9 (Very good)	Strong performance, good knowledge and skills
	8 (Good)	Above the average performance, knowledge and skills
	7 (Highly satisfactory)	Average performance, knowledge and skills with unessential shortcomings
	6 (Satisfactory)	Below average performance, knowledge and skills with substantial shortcomings
	5 (Sufficient)	Knowledge and skills meet minimum criteria
Fail	4, 3, 2, 1	Insufficient Knowledge and skills do not meet minimum criteria/below minimum criteria

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
E ZARAGOZ07	international@usj.es	international@usj.es

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/KOU/BS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
E ZARAGOZ07	international@usj.es	http://internationalstudents.usj.es/en

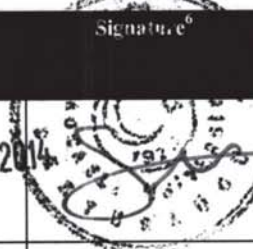

4. Housing

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/KOU/BS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
E ZARAGOZ07	international@usj.es	http://internationalstudents.usj.es/en/services/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	01 APR 2014	
E ZARAGOZ07	Mr. Andy Tunnicliffe Director of International Relations and Quality Assurance	04/04/2014	

⁶ Scanned signatures are accepted