

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

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 (email, phone)	Website (eg. of the course catalogue)
Maarja Liht Erasmus Institutional Coordinator	EE TALLINN05	Tallinna Ülikool Narva Road 25, 10120 Tallinn Estonia Phone +372 6409 136 erasmus@tlu.ee	www.tlu.ee/exchange
Triin Kallas Estonian Institute of Humanities Erasmus Departmental Coordinator		5 Uus-Sadama Str, 10120 Tallinn, Estonia Phone +372 6199 554 Fax +372 6199 556 E-mail triin.kallas@ehi.ee	www.ehi.ee
Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Phone: +90 2623031332 Fax: +90 2623031044 E-mail: spamuk@kocaeli.edu.tr	http://www.kocaeli.edu.tr/int/ http://int.kocaeli.edu.tr/int/
Asist. Prof. Dr. Selma Koç Asist. Başak Özçankı Erasmus Academic Coordinator Kocaeli University Communication Faculty Journalism Department		Kocaeli Üniversitesi İletişim Fakültesi Gazetecilik Bölümü Umuttepe Yerleşkesi 41380 İzmit/ Kocaeli/TÜRKİYE Tel: +902623031814 Fax: +902623031802 E-mail: selma.koc@kocaeli.edu.tr selmakoc68@hotmail.co.uk basak.ozcarikci@yahoo.com basakozca@gmail.com	http://iibf.kocaeli.edu.tr/en/index.php http://ogr.kocaeli.edu.tr/kouubs/Bologna/Genel/DersListesi.cfm?Dilid=9733D3CDE0977FCB07837427CC571925

B. Mobility numbers 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 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*]	Student Mobility for Traineeships *
TR KOCAELI02	EE TALLINN05		Journalism	1st	X (10)	X (3)
		032	and	2nd	X (10)	X (3)
			Information	3rd	X (10)	-
EE TALLINN05	TR KOCAELI02		Journalism	1st	X (10)	X (3)
		032	and	2nd	X (10)	X (3)
			Information	3rd	X (10)	-

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR KOCAELI02	EE TALLINN05	032	Journalism	1 (5 hours)	
			and		1 (8 hours)
EE TALLINN05	TR KOCAELI02	032	Information	1 (5 hours)	
					1 (8 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
TR KOCAELI02					
EE TALLINN05		English		BA students – B1 MA, PhD students – B2	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.

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
EE TALLINN05	1 June	1 November

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
EE TALLINN05	SEPTEMBER - JANUARY	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.

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>

Grading system of Tallinn University can be found at: <http://www.tlu.ee/en/studies/Student-Gateway/Study-Info/Grading>

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
EE TALLINN05	Silva Viilup, International Student Advisor, exchange@tlu.ee , +372 6409 217	http://www.tlu.ee/en/studies/Practical-Information/Residence-Permit-for-Non-EUEEA-Citizens

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
EE TALLINN05	Silva Viilup, International Student Advisor, exchange@tlu.ee , +372 6409 217	http://www.tlu.ee/en/studies/Practical-Information/Health-Care


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
EE TALLINN05	Silva Viilup, International Student Advisor, exchange@tlu.ee , +372 6409 217	http://www.tlu.ee/en/studies/Practical-Information/Accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	11 DEC 2013	
EE TALLINN05	Triin Kallas Erasmus Departmental Coordinator	10/08/13	