



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff
Mobility

Inter-institutional agreement 2016-2021
between programme countries
[Minimum requirements]¹

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 ² (email, phone)	Website (eg. of the course catalogue)
University of Granada Vice-Rector's Office for International Relations and Development Cooperation	E GRANADA01	Complejo Admvo. Triunfo, Cuesta del Hospicio, s/n E-18071 Granada Tel.: +34 958 241 990 Fax.: +34 958 243 009 vrinternacional@ugr.es	www.ugr.es http://internacional.ugr.es/
Lola Gámez Montalvo Subdirector for Foreign Affairs Escuela Técnica Superior de Ingeniería de Edificación School of Building Engineering		Campus Universitario de Fuentenueva C/ Severo Ochoa s/n. 18071 Granada (Spain) Tel: +34 958 24 61 47 Fax: +34 958 24 31 04 E-mail: etsie_externas@ugr.es	Main: http://etsie.ugr.es/ Teaching guides: http://etsie.ugr.es/ordenacion-academica-grado/grado-edificacion
Assoc.Prof.Dr.Doğan YÜKSEL Kocaeli Üniversitesi International Relations Unit Izmit/KOCAELI	TR KOCAELI02	Address Tel: +902623031332 Fax: +902623031044	E-mail: international@kocaeli.edu.tr
Assist.Prof.Dr. Mehtap Özbayraktar, Assist Prof.Dr.Emre Kishali Kocaeli Üniversitesi Mimarlık ve Tasarım Fakültesi Mimarlık Bölümü Anıtpark Yerleşkesi Izmit/KOCAELI,		Tel: +902623034259 Fax: +902623031044	E-mail: mozbayraktar@kocaeli.edu.tr erasmusarch@kocaeli.edu.tr kishali@gmail.com

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

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

B. Mobility numbers³ 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 September in the preceding academic year.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle ⁴	Number of student mobility periods ⁵
E GRANADA01	TR KOCAELI02	58.1	Architecture and town planning	1st	2 x 18 months
TR KOCAELI02	E GRANADA01	58.1	Architecture and town planning	1st	2 x 18 months

Staff Mobility for Teaching

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 ⁶
E GRANADA01	TR KOCAELI02	58.1	To be discussed	1 x 5 hr.
		58.1	To be discussed	1 x 5 hr.
TR KOCAELI02	E GRANADA01	58.1	To be discussed	1 x 5 hr.
		58.1	To be discussed	1 x 5 hr.

³ ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 1st: undergraduate, 2nd: master or 3rd: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility agreements The International School for Postgraduate Studies must be contacted. epinternacional@ugr.es

⁵ Total number of months of the study period.

⁶ Total number of days of teaching periods or average duration

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 instruc- tion 1	Language of instruc- tion 2 ⁷	Recommended language of instruction level ⁸	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E GRANADA01	Spanish		B1 ⁹	B2
TR KOCAELI02	English		B1 (recommended)	

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements¹⁰

Additional requirements at the University of Granada

UGR Orientation Week is compulsory for incoming students

The University of Granada has the infrastructure to welcome students and staff with disabilities. See <http://ve.ugr.es/pages/sae>

Additional requirements at Kocaeli University

There are no additional requirements of Kocaeli University.

⁷ Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

⁸ 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>

⁹ B1 Language accreditation is recommended at undergraduate level and compulsory at master level.

¹⁰ 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. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
E GRANADA01	JUNE	OCTOBER
TR KOCAELI02	JULY	DECEMBER

2. The receiving institution will send its decision within six weeks.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
E GRANADA01 ¹¹	September - February	February - July
TR KOCAELI02	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: 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

University of Granada grading system

In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: Suspenso (Fail): 0- 4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 - Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10.

Statistical distribution of grades according to the descriptions in the ECTS users' guide¹² will be available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>. For mobility where Statistical distribution of grades is not available the University of Granada will apply the conversion table available at <http://internacional.ugr.es/pages/conversion-calificaciones/conversion-de-calificaciones>.

¹¹ See information sheet for the current year <http://internacional.ugr.es/pages/perfiles/socios/socios>

¹² http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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>

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
E GRANADA01	International Relations and Development Cooperation Office e-mail: intlinfo@ugr.es Tel: +34 958 249 030	http://internacional.ugr.es/pages/movilidad/estudiantes/entrantes/residenciainspan
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

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 GRANADA01	International Relations and Development Cooperation Office e-mail: intlinfo@ugr.es Tel: +34 958 249 030	http://internacional.ugr.es/pages/movilidad/estudiantes/salientes/seguros/seguros
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

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 GRANADA01	OFICINA DE GESTION DE ALOJAMIENTOS C/ Doctor Severo Ochoa, s/n Tel.: 00 34 958 244072 Fax: 00 34 958 243134 E-mail: alojamiento@ugr.es	http://estudiantes.ugr.es/alojamientos3/
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

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹³
E GRANADA01	Signed by delegation of the Rector: Prof. Lola Gámez Montalvo Vice-director for Foreign Affairs. School of Building Engineering LLP-Erasmus Institutional Coordinator.		
TR KOCAELI02	Assoc.Prof.Dr. Doğan YÜKSEL Erasmus Institutional Coordinator (on behalf of) Lect. CEYDA POLATEL (Erasmus Advisor)	20/10/2015	

¹³ Scanned signatures are accepted