



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

**Inter-institutional<sup>1</sup> agreement 2014/2015 -2020/2021<sup>2</sup>**  
**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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Université d'Artois</b>  28512-LA-1-2014-1-FR- E4AKA1-ECHE  <i>Service des Relations Internationales</i>	<b>F ARRAS12</b>	9 rue du Temple, BP 10665, F-62030, ARRAS cedex France <b>Institutional Coordinator :</b> Stephen Rowley, <a href="mailto:srl@univ-&lt;br/&gt;artois.fr">srl@univ- artois.fr</a>  <b>Administrative contact :</b> Manon Benaouda, <a href="mailto:manon.benaouda@univ-&lt;br/&gt;artois.fr">manon.benaouda@univ- artois.fr</a> tel. +33(0)321606185 fax +33(0)321604931	<a href="http://www.univ-&lt;br/&gt;artois.fr/international/etudier-a-l-&lt;br/&gt;universite-d-artois">http://www.univ- artois.fr/international/etudier-a-l- universite-d-artois</a>
<b>Institut Universitaire Technologique de Béthune</b>		1230 rue de l'Université BP 819 62408 BETHUNE cedex Tel. : +33(0)3 21 63 23 05 Fax. : +33(0)3 21 52 02 69  <b>Departmental coordinator :</b> Prof. Yannick VANHOVE <a href="mailto:yannick.vanhove@univ-&lt;br/&gt;artois.fr">yannick.vanhove@univ- artois.fr</a>  <b>Administrative contact :</b> Sylvie LABRUYERE <a href="mailto:sylvie.labruyere@univ-&lt;br/&gt;artois.fr">sylvie.labruyere@univ- artois.fr</a>	<a "="" href="http://formations.univ-&lt;br/&gt;artois.fr/cdm33rc2/ws?_cmd=getLa&lt;br/&gt;stCatalog&amp;redirect=voir_default_p&lt;br/&gt;rogram&amp;recherche=0&amp;oidProgra&lt;br/&gt;mAnnexe=">http://formations.univ- artois.fr/cdm33rc2/ws?_cmd=getLa stCatalog&amp;redirect=voir_default_p rogram&amp;recherche=0&amp;oidProgra mAnnexe=</a>
<b>Kocaeli University</b>	<b>TR KOCAELI02</b>	Kocaeli Üniversitesi, Umuttepe Yerleşkesi, Uluslararası İlişkiler Birimi	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>

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

<sup>2</sup> Higher Education Institutions have to specify the period of validity of this agreement in academic years

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

<p>219929-LA-1-2014-1-TR- E4AKA1-ECHE</p> <p><b>International Relations Unit Izmit/KOCAELI, Turkey</b></p>		<p>Izmit/KOCAELI-TURKEY</p> <p><b>Prof.Dr. Serdal PAMUK</b></p> <p>Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a></p>	
<p><b>Departmental coordinator of Industrial Engineering</b></p>		<p>Kocaeli Üniversitesi Mühendislik Fakültesi, Endüstri Mühendisliği bölümü, Umuttepe Yerleşkesi Izmit/KOCAELI, Turkey</p> <p><b>Assist.Prof.Dr. Gülşen Akman</b></p> <p>Tel: +90262303325 Fax: +90262303 3003 e-mail: <a href="mailto:akmang@kocaeli.edu.tr">akmang@kocaeli.edu.tr</a>  <a href="mailto:tugcen.hatipoglu@kocaeli.edu.tr">tugcen.hatipoglu@kocaeli.edu.tr</a></p>	<p><a href="http://endustri.kocaeli.edu.tr/english/">http://endustri.kocaeli.edu.tr/english/</a></p>

**B. Mobility numbers<sup>4</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 September in the preceding academic year.

**Student Mobility for Studies<sup>5</sup>**

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle <sup>6</sup>	Number of student mobility periods <sup>7</sup>
F ARRAS12	TR KOCAELI02	071	Engineering and engineering trades (Industrial Engineering & Production Management)	Short, 1 <sup>st</sup>	2 x 3 months 1 x 4 months
TR KOCAELI02	F ARRAS12	071	Engineering and engineering trades (Industrial Engineering & Production Management)	1 <sup>st</sup>	3 x 5 months

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. Traineeships must be organized through specific and individual traineeship agreements.

Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.

**Staff Mobility for Teaching and Training**

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 (8 hrs min)	Staff Mobility for Training *
F ARRAS12	TR KOCAELI02	071	To be discussed	1 x 5 days	1 x 5 days
		071	To be discussed	1 x 5 days	1 x 5 days
TR KOCAELI02	F ARRAS12	071	To be discussed	1 x 5 days	1 x 5 days
		071	To be discussed	1 x 5 days	1 x 5 days

<sup>4</sup> ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

<sup>5</sup> Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Traineeships must be organized through specific and individual traineeship agreements.

<sup>6</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2<sup>nd</sup> (master) or 3<sup>rd</sup> (PhD) mobility agreements The International School for Postgraduate Studies must be contacted. [epinternacional@ugr.es](mailto:epinternacional@ugr.es)

<sup>7</sup> Total number of months of the study period.

### 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 <sup>8</sup>	Recommended language of instruction level <sup>9</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F ARRAS12	French	English	B2 <sup>10</sup>	B2
TR KOCAELI02	English		B1 <sup>11</sup>	B2

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 requirements<sup>12</sup>

#### **Additional requirements at Artois University**

Incoming students and staff must follow the relevant application procedure of Artois University and organisation of their stay: <http://www.univ-artois.fr/International/etudier-a-l-universite-d-artois>

Artois University has the necessary infrastructure to welcome students and staff with disabilities: <http://www.univ-artois.fr/Vie-etudiante/accueil-des-etudiants-en-situation-de-handicap>

#### **Additional requirements at Kocaeli University**

There are no additional requirements of Kocaeli University.

<sup>8</sup> Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

<sup>9</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>

<sup>10</sup> Language proficiency proof required: see 'Additional requirements' for the incoming students application procedure.

<sup>11</sup> B1 Language accreditation is recommended at undergraduate level and compulsory at master level.

<sup>12</sup> 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]
F ARRAS12	31 May	31 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]
F ARRAS12	September - December/January	January - June
TR KOCAELI02	September - February	February - June

4. A Transcript of Records will be issued by the receiving institution no later than 5 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.

This agreement is binding subject to obtaining the Erasmus University Charter 2014-2020 by each partner Institution.

## F. Information

### 1. Grading systems of the institutions

#### Artois University grading system

F ARRAS12			
French Scale (used in Artois University)		ECTS Scale	Definition
18 - 20	Très Bien (TB)	A	Excellent
16 - 17	Très Bien (TB)	A	Excellent
14 - 15	Bien (B)	B	Very Good
12 - 13	Assez Bien (AB)	C	Good
11	Passable (P)	D	Satisfactory
10	Passable (P)	E	Sufficient
0 - 9	Echec	FX/F	Fail

### **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
F ARRAS12	Ms Betty PAUL betty.paul@univ-artois.fr Phone : (+33) 3 21 60 38 68	<a href="http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/visa">http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/visa</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>

### **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
F ARRAS12	Ms Betty PAUL betty.paul@univ-artois.fr Phone : (+33) 3 21 60 38 68	<a href="http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/a-votre-arrivee/Inscription-administrative">http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/a-votre-arrivee/Inscription-administrative</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/ogranci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogranci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7</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
F ARRAS12	Sylvie LABRUYERE sylvie.labruyere@univ- artois.fr Phone : (+33) 3 21 63 23 05	<a href="http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/logement">http://www.univ-artois.fr/international/etudier-a-l-universite-d-artois/avant-votre-depart/logement</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=71D228435D62B17CE843DA165C5E249A">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?DilId=1&amp;selection=71D228435D62B17CE843DA165C5E249A</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>13</sup>
F ARRAS12	Francis MARCOIN Président		 
TR KOCAELI02	Prof. Dr. Serdal PAMUK Erasmus Institutional Coordinator	13 JAN 2014	 

<sup>13</sup> Scanned signatures are accepted