



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2015-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Thessaly Department of Mechanical Engineering	G VOLOS 01	Contact Person : Theodosia Vassilaki, International Relations Office, Argonafton & Filellinon Street, 382 21 Volos - GREECE Tel : +30 24210 74602, Fax : +30 24210 74603, E-mail : irep@uth.gr	www.uth.gr http://mie.uth.gr/n_mathimata_pro.asp
		Academic Coordinator: Prof. Herricos Stapountzis Department of Mechanical Engineering, University of Thessaly Leoforos Athinon, Pedion Areos, 38334 Volos, Greece Tel: 0030 24210 74003 Fax: 0030 24210 74052	

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		E-mail: erikos@mie.uth.gr	
Kocaeli Üniversitesi (Kocaeli University)	TR KOCAELI02	Assoc. Prof. Dr. Doğan YÜKSEL Erasmus Institutional Coordinator Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +90 262 303 1332 Fax: +90 262 303 1044 E-mail: dogan.yuksel@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
		Assist. Prof. Dr. Ş. Hakan Atapek Kocaeli Üniversitesi Mühendislik Fakültesi Metalurji ve Malzeme Mühendisliği Bölümü Umuttepe Yerleşkesi, 41380 Kocaeli Tel : 0090 262 303 30 76 Fax : 0090 262 303 30 03 E-mail : hatapek@kocaeli.edu.tr Assist. Prof. Dr. Şeyda Polat Kocaeli Üniversitesi Mühendislik Fakültesi Metalurji ve Malzeme Mühendisliği Bölümü Umuttepe Yerleşkesi, 41380 Kocaeli Tel : 0090 262 303 30 50 Fax : 0090 262 303 30 03 E-mail : seyda@kocaeli.edu.tr	http://metalurji.kocaeli.edu.tr/int.php

B. Mobility numbers⁵ 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
G VOLOS 01	TR KOCAELI02	0710	Engineering & engineering trades	1 st	3 students x 6 months [18]	
		0710	Engineering & engineering trades	2 nd	3 students x 6 months [18]	
		0710	Mechanical Engineering	3 rd	3 students x 6 months [18]	
TR KOCAELI02	G VOLOS 01	0710	Engineering & engineering trades (Metallurgical and Materials Engineering)	1	3 students x 6 months	
		0710	Engineering & engineering trades (Metallurgical and Materials Engineering)	2	3 students x 6 months	

⁵ 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>)

		0710	Metallurgical and Materials Engineering	3	3 students x 6 months	
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*[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
G VOLOS 01	TR KOCAELI02			3 staff x 1 week	3 staff x 1 week
TR KOCAELI02	G VOLOS 01			3 staff x 1 week	3 staff x 1 week

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
G VOLOS 01		GREEK	ENGLISH	ENGLISH B1	ENGLISH B2
TR KOCAELI02		TURKISH	ENGLISH	ENGLISH B1	ENGLISH B2

⁶ 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>

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

In section C, recommended language is Turkish for undergraduate students and is English for graduate students. However, incoming undergraduate students may take project courses offered by our department in English. It is also possible to select courses offered in English from other faculties/departments and/or courses from Graduate School. It should be agreed between the coordinators before the students arrive.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
G VOLOS 01	JULY 31 ST	DECEMBER 31 ST
TR KOCAELI02	JULY 24 TH	DECEMBER 11 TH

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

2. The receiving institution will send its decision **within 8 weeks**.
3. **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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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. The termination clauses must include the following disclaimer: "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

G VOLOS 01

- Grading system of University of Thessaly: Excellent (8.50 – 10.00), Very Good (6.50 – 8.49), Good (5.00 – 6.49). Minimum passing grade: 5.00.

TR KOCAELI02:

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
G VOLOS 01	irep@uth.gr +30 24210 74609	http://erasmus.uth.gr/index.php/en
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
G VOLOS 01	irep@uth.gr +30 24210 74609	http://erasmus.uth.gr/index.php/en
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogr/enci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7




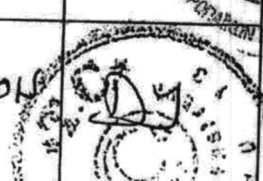
4. Housing

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
G VOLOS 01	irep@uth.gr +30 24210 74609	http://erasmus.uth.gr/index.php/en
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 ⁷
G VOLOS 01	Prof. Dimitrios Kouretas Erasmus Institutional Coordinator	13/11/2015	 
TR KOCAELI02	Assoc. Prof. Dr. Doğan YÜKSEL Erasmus Institutional Coordinator	9/11/2015	 

⁷ Scanned signatures are accepted