



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016/17-20[21]²
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 relating to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

Name of the institution and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
University of Zagreb Faculty of Law, Department of Social Work <i>Ida Ogulinac</i> <i>Institutional coordinator</i>	HR ZAGREB 01	Sveučilište u Zagrebu Trg maršala Tita 14 Ured za međunarodnu suradnju erasmus.coordinator@unizg.hr Tel: +385-1-46-98-165	http://international.unizg.hr/internal_students/exchange_students
<i>Gordana Berc, Ph.D.</i> <i>Departmental ECTS coordinator</i>		Studijski centar socijalnog rada Pravni fakultet Sveučilišta u Zagrebu Nazorova, 51, Zagreb gordana.berc@pravo.hr Tel: 00385 1 4895 888 Fax: 00385 1 4895 201	http://www.pravo.unizg.hr/scsr/mus/international_students
Kocaeli University Assoc. Prof. Dogan YUKSEL Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int
<i>Prof. Hakan ACAR</i> <i>Assoc. Prof. Burcu YAKUT CAKAR</i>		Kocaeli University School of Health Department of Social Work Tel: +90 262 303 7805 Fax: +90 303 7803 E-mail: hakan.acar@kocaeli.edu.tr burcu.yakut@kocaeli.edu.tr	http://shb.kocaeli.edu.tr/socialwork http://shb.kocaeli.edu.tr/swprog

.. Information about higher education institutions

.. Mobility numbers⁵ per academic year

Paragraph to be added, if the agreement is signed for more than one academic year:

he 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] 6	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	HR ZAGREB 01	0923	Social work and counselling	1st	1 x 5 months	/
		0923	Social work and counselling	2nd	1 x 5 months	/
HR ZAGREB 01	TR KOCAELI02	0923	Social work and counselling	1st	1 x 5 months	/
		0923	Social work and counselling	2nd	1 x 5 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 a 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 *
TR KOCAELI02	HR ZAGREB 01	0923	Social work and counselling	1 teaching staff x 5 days	/
HR ZAGREB 01	TR KOCAELI02	0923	Social work and counselling	1 teaching staff x 5 days	/

.. 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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		Turkish	English	B2	B2
HR ZAGREB 01		English	English	B2	B2

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

1. 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.

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

2. 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
HR ZAGREB01	May	November

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

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
HR ZAGREB01	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: 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.

3. 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 the University of Zagreb: The Croatian national grading scale consists of five grades with numerical equivalents: 5 = excellent - izvrsan (highest grade); 4 = very good - vrlo dobar; 3 = good - dobar; 2 = sufficient - dovoljan (minimum pass grade); 1 = fail - nedovoljan (is not written in "indeks").

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
	International Relations Unit	http://int.kocaeli.edu.tr/int/studentexchange

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:
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchanges/before_coming_to_zagreb


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?D
HR ZAGREB01	vlado.levak@sczg.hr	http://international.unizg.hr/international_students/exchanges/students/student_services/housing

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR KOCAELI02	Assoc. Prof. Dogan YUKSEL Erasmus Institutional Coordinator	22.07.2016	
HR ZAGREB01	Prof.dr.sc. Dubravka Hrabar Dean of the Faculty of Law	14.7.2016	