

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

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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Pannonia  Erasmus Institutional Coordinator  Faculties  Contact Person	<b>HU VESZPRE01</b>	<p>Mrs. Judit Lukacs Office of External Affairs Tel +36-88-624753 Fax: +36-88 624008 E-mail: <a href="mailto:erasmus@almos.uni-pannon.hu">erasmus@almos.uni-pannon.hu</a></p> <p>Faculty of Engineering</p> <p>Dr. Norbert Miskolczi MOL Department of Hydrocarbon and Coal Processing Tel: +3688624410 Fax: +3688624520 e-mail: <a href="mailto:mnorbert@almos.uni-pannon.hu">mnorbert@almos.uni-pannon.hu</a></p>	<p><b>University's home page</b> <a href="http://www.uni-pannon.hu/tnti">http://www.uni-pannon.hu/tnti</a> in English</p> <p><b>Course Catalogue</b></p>
Kocaeli University		<p>Prof. Dr. Serdal PAMUK</p> <p>E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a></p> <p>Institutional Coordinator Address: Kocaeli University International Relations Unit Izmit/KOCAELI</p> <p>Tel: +902623031332</p>	<p><a href="http://kimya.kocaeli.edu.tr/en/">http://kimya.kocaeli.edu.tr/en/</a></p>

Department of Chemical Engineering	TR KOCAELI02	Fax: +902623031044  Assoc. Prof.Dr. Güralp Ozkoc E-mail: <a href="mailto:guralp.ozkoc@kocaeli.edu.tr">guralp.ozkoc@kocaeli.edu.tr</a>  Kocaeli University Faculty of Engineering Department of Chemical Engineering  Izmit/KOCAELI TURKEY Tel: +902623033540 Fax: +90262359 12 62	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>  Courses: <a href="http://ects.kocaeli.edu.tr/bolum.cfm?DilId=1&amp;BolumId=0221&amp;DipTur=1">http://ects.kocaeli.edu.tr/bolum.cfm?DilId=1&amp;BolumId=0221&amp;DipTur=1</a>
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## B. Mobility numbers per 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
HU VESZPRE01	TR KOCAELI02	06.7 (0711)	Chemical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	3x5month	2x 3 months
TR KOCAELI02	HU VESZPRE01	06.7 (0711)	Chemical Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup>	3x5month	2 x 3 months
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	Staff Mobility for Training *	
				[total number of days of teaching periods or		

average duration <sup>1</sup>					
HU VESZPRE01	TR KOCAELI02	06.7 (0711)	Chemical Engineering	Min 2 days/8 hrs of teaching	5 weeks
TR KOCAELI02	HU VESZPRE01	06.7 (0711)	Chemical Engineering	Min 2 days/8 hrs of teaching	5 weeks

### C. Recommended language skills

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU VESZPRE01	TR KOCAELI02		English	B1 (for English); certificate to indicate student's English skills is needed (i.e. Transcript of records, letter from the home university)	B2 (for English)
TR KOCAELI02	HU VESZPRE01		English	B1 (for English); certificate to indicate student's English skills is needed (i.e. Transcript of records, letter from the home university)	B2 (for English)

For more details on the language of instruction recommendations, see the course catalogue.

### D. Additional requirements

Student selection is done within application deadlines according to duly filled applications and required enclosures. More information available at [www.uni-pannon.hu/tni](http://www.uni-pannon.hu/tni)

The sending university is responsible for arranging its students' special needs related to studying at the host university

<sup>1</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>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU VESZPRE01	10. November	30. May
TR KOCAELI02	2 <sup>nd</sup> of September	17 <sup>th</sup> of February

2. The application deadline for autumn and full year admission is May 30<sup>th</sup> and for the spring semester November 10<sup>th</sup>.

The admission decision will be made by the faculties by the end of June (autumn semester and full year admission) / end of December (spring semester admission) and the students and the coordinators will be informed directly by email/ordinary post.

3. Each student should ask for an official Transcript of Records personally at the Directorate of Academic Affairs always in the end of the exchange period. If some of the courses are at that time not recorded in the transcript, the final version will be sent to the student or to the home university within one month from the end of the semester. In this case, student should inform the Faculty International Coordinator about the missing courses and contact information.
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

At the University of Pannonia, the numeric scale used is from 5 (excellent) to 1 (insufficient/fail). Please note that some courses are accomplished only on a pass/fail basis without any further grading.

University of Pannonia grading scale:

- 5 - Excellent
- 4 - Good
- 3 - Satisfactory
- 2 - Sufficient
- 1 - Insufficient/Fail

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/Residence Permit**

Staying in Hungary for longer than 90 days requires a residence permit. On the homepage of the Office of Immigration and Nationality of the Hungarian Ministry of Justice you will find further information.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU VESZPRE01	Office of Immigration and Nationality Regional Directorate of Central Transdanubia  8200 Veszprém, Megyeháztér 2.  Tel: +36/88/580-756	<a href="http://www.bmbah.hu/a_bah_ismertetese.php">http://www.bmbah.hu/a_bah_ismertetese.php</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.p hp?Visa=Residence</a>



### **3. Insurance**

The University of Pannonia's policy on student insurance requires that all international students have their own insurance, and that the coverage be valid for the entire duration of the student's stay at the University.

For obtaining treatment under the same conditions as insured Hungarians, a European Health Insurance Card (EHIC) or Provisional Replacement Certificate (PRC) must be submitted to the health-care provider. You need both a European Health Insurance Card and your passport or ID card. The European Health Insurance Card is required for each period of treatment.

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
HU VESZPRE01	Veszprém Megyei Csornoky Ferenc Kórház (kórház = hospital) Veszprém, Kórház u. 1 Tel: +36/88/556-000, +36/88/556-100	<a href="http://www.vmkorhaz.hu">http://www.vmkorhaz.hu</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/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>

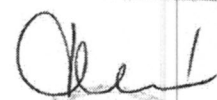

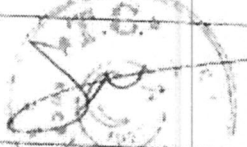
### **4. Housing**

The local student hostel/Hotel Magister offers accommodation for both Hungarian and international students.

Information and assistance can be provided by the following persons and sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
HU VESZPRE01	H-8200 Veszprém, József Attila u. 34/ 2. Tel: +36/88 623 000 Fax: +36/88 623 009 E-mail: <a href="mailto:info@hotelmagister.hu">info@hotelmagister.hu</a>	<a href="http://www.hotelmagister.hu/">http://www.hotelmagister.hu/</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>2</sup>
HU VESZPRE01	Head of the Office of External Affairs Dr. Ilkka Hertelä Tel : +36 88 623 835 E-mail: ilkka@almos-vein.hu	19/12/2013	
TR KOCAELI02	Prof. Dr. Serdal FAYUK Erasmus Institutional Coordinator	04 DEC 2013	 

<sup>2</sup>Scanned signatures are accepted