

Erasmus+ Programmeers

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

Inter-institutional¹ agreement 2016-2021 between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of 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 ² (email, phone)	Website (eg. of the course catalogue)
Politecnico di Milano Prof. Luisa Collina Erasmus + Coordinator	I MILANO02	Contact person: International Exchange Office, Erasmus (I.E.O.) Address: piazza Leonardo da Vinci 32, I- 20133 Milano, Italy e-mail: erasmus@polimi.it	http://www.polimi.it
Assoc. Prof. Dr. Alberto Redaelli Departmental Coordinator			General University Webpage: http://www.polimi.it For Erasmus students: http://www.polimi.it/en/students/experience-abroad/mobility-projects/erasmus/ Course catalogue: http://www.polimi.it/en/programmes/course-catalogue/
Kocaeli University Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: dogan.yuksel@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Asst. Prof. Dr. İbrahim MUTLU, Erasmus coordinator		Kocaeli University, Faculty of Technology, Biomedical Engineering, 41380, Umuttepe Campus /KOCAELI /TURKEY T: +90 262 303 23 29 F : +90 262 303 22 03 ibrahim.mutlu@kocaeli.edu.tr	http://biyomedikal.kocaeli.edu.tr/int/index.php

A. Information about higher education institutions

B. Mobility numbers³ per academic year

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	I MILANO02	06.0	Engineering, Technology Biomedical Eng.	2 staff x 10 days	
I MILANO02	TR KOCAELI02	06.0	Engineering, Technology Biomedical Eng.	2 staff x 10 days	

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	06.0	English	Turkish	B1	B2
I MILANO02	06.0	Italian	English	B1	B2

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

[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]
---	-------------------------	-------------------------

3. 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.

4. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
I MILANO02	SEPTEMBER- JANUARY (February exam period)	MARCH-JUNE July(Exam period)

At kocaeli university, the academic year is divided in two semesters.

1st Semester: Courses from late September to end of January, with exam period in February

2nd Semester: Courses from end of February to June, with exam period in July

5. Termination of the agreement

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

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>

The our university applies the following grading scale and the equivalent ECTS grades, as given below:

ECTS Grade	Marks/Letter Grades/ Coefficient	Definition
A	90-100 / AA / 4.00	EXCELLENT - outstanding performance with only minor errors
B	85-89 / BA / 3.50	VERY GOOD - above the average standard but with some errors
	80-84 / BB / 3.00	
C	75-79 / CB / 2.50	GOOD - generally sound work with a number of notable errors
	65-74 / CC / 2.00	
D	55-64 / DC / 1.50	SATISFACTORY - fair but with significant shortcomings
E	50-54 / DD / 1.00	SUFFICIENT - performance meets the minimum criteria
FX	45-49 / FD / 0.50	FAIL - some more work required before the credit can be awarded
F	0-44 / FF / 0.00	FAIL - considerable further work is required

ECTS credits:

1 full academic year=60 credits 1 semester=30 credits

when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.

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
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
I MILANO02	Information regarding Visa, Residence Permit and Insurance matters is provided when needed	

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
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
I MILANO02	Information regarding Visa, Residence Permit and Insurance matters is provided when needed	



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
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	Hotels : http://int.kocaeli.edu.tr/int/?Hotels=Yes Dorms : http://int.kocaeli.edu.tr/int/?Dorms=Yes Share an Apartment : http://int.kocaeli.edu.tr/int/?Accommodation=Yes

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁵
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	25/12/2015	
I MILANO02	Prof. Luisa Collina Erasmus+ Coordinator 	25 GEN. 2016	