



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[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 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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITA' DEGLI STUDI DI PARMA	I PARMA01	Dr. Alessandro Bernazzoli Head of International Division Phone: +39.0521.034037 Fax: +39 0521 347006 E-mail: relint@unipr.it	www.unipr.it
<i>Erasmus Coordinator and Contact person</i>		Prof.ssa Mara Bonelli Tel: +39 0521 033766 E-mail: mara.bonelli@unipr.it Prof.ssa Alessandra Dei Cas Tel: +39 0521 033320 – 033321 E-mail: alessandra.deicas@unipr.it Department of Clinical and Experimental Medicine Via Gramsci, 14 – 43126 Parma	www.mcs.unipr.it

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.

Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Kocaeli University Doç.Dr.Nagihan İNAN Erasmus Coordinator of Medicine Faculty		Kocaeli Üniversitesi Tıp Fakültesi 41380 Umuttepe İzmit / KOCAELİ Tel: +902623031332 Fax: +902623031044 E-mail: nagihaninan@yahoo.com	http://tip.kocaeli.edu.tr/int/index.php http://tip.kocaeli.edu.tr/int/EducationalPrograms.php

A. Information about higher education institutions

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] 6	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*] Student Mobility for Traineeships *	
TR KOCAELI02	I PARMA01	912	Medicine	1, 2	2*9	2*9
		912	Medicine	3	1*9	1*9

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

⁶ 1st: undergraduate , 2nd: master or 3rd: PhD

I PARMA01	TR KOCAELI02	912	Medicine	1, 2	2*9	2*9
		912	Medicine	3	1*9	1*9

[*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]	Subj ect area code * [ISCED] D]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
TR KOCAELI02	I PARMA01	912	Medicine	1w; 5hrs	
		912	Medicine	1w; 5hrs	

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	Langua ge of instruc tion 1	Language of instruc tion 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	ENGLISH		B1	B2	
I PARMA01	ALL	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].

⁷ 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>

D. 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.

I PARMA01	All students need to fill in an online application and provide photocopies of their passport or national ID, European Health Insurance Card and proof of their Italian language skills. Updated information can be requested at incoming@unipr.it or internship@unipr.it
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[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]
TR KOCAELI02	JULY	DECEMBER
I PARMA01	JUNE 30TH	DECEMBER 15TH

[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
I PARMA01	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.

F. 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>

I PARMA01	30 ECTS Semester	I PARMA01 Grading Scale is available for download at: http://www.unipr.it/sites/default/files/allegatiparagrafo/21-01-2014/tabella_convers_esami.pdf
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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 PARMA01	Mrs. Tiziana Cordaro Erasmus and International Home incoming@unipr.it Phone: +39.0521.034150	http://en.unipr.it/

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://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1

I PARMA01	Insurance policy details: <ul style="list-style-type: none"> • CHARTIS n. IAH0003228 • ACE EUROPEAN GROUP LTD n. ITCANY03010 For further information, please contact: Dott.ssa Emanuela Fusoni emanuela.fusoni@unipr.it Phone: +39.0521.034219	http://en.unipr.it/
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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	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
I PARMA01	Mrs. Tiziana Cordaro Erasmus and International Home incoming@unipr.it Phone: +39.0521.034150	http://en.unipr.it

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR KOCAELI02	Assoc. Prof. Dr. Dogan Yukun Erasmus Institutional Coordinator	01.04.2018	
I PARMA01	Prof. Francesca ZANELLA Vice Rector for International Affairs	23 MAR. 2015	

⁸ Scanned signatures are accepted