



Erasmus+ Programme

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

Inter-institutional agreement 2014-20[21] between programme countries

[Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
University of Insubria Prof. Paola Gramatica	I VARESE02	Ufficio Relazioni Internazionali - Via Ravasi, 2 21100 Varese Italy Phone: +39 0332 219 340/341 Fax: +39 0332 219 349 Email: relint@uninsubria.it	http://uninsubria.llpmanager.it/Incoming/menu_iniziale.asp
School of Medicine Prof. Alberto Passi		Department of Surgical and Morphological sciences Phone +390332 217142 Fax +390332 217150 E-mail alberto.passi@uninsubria.it	Website
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/
Prof.Dr.Gür AKANSEL Kocaeli University Faculty of Medicine Department of Radiology		Kocaeli Üniversitesi Tıp Fakültesi 41380 Umutepe İzmit / KOCAELİ Tel: +902623037242 Fax: +902623031044 E-mail: gakansel@gmail.com	http://tip.kocaeli.edu.tr/int/index.php http://tip.kocaeli.edu.tr/int/EducationalPrograms.php

B. Mobility numbers 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 *
TR KOCAELI02	I VARESE02	912	Medicine	1, 2	2*9	2*9
		912	Medicine	3	1*9	1*9
I VARESE02	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]	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 VARESE02	912	Medicine	1w; 5hrs	
I VARESE02	TR KOCAELI02	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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		ENGLISH		B1	B2
I VARESE02		Italian	English	Recommended: I: B2	Recommended: I: C1 / E: C1

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

Additional Requirements at Kocaeli University

It's compulsory for all incoming students to attend the orientation meeting held by International Relations Unit, Kocaeli University.

Additional Requirements at University of Insubria

University of Insubria welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival). www.uninsubria.it/web/serv-disabili

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 VARESE02	Nomination and application deadline: 15 June	Nomination and application deadline: 15 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
I VARESE02	OCTOBER-DECEMBER (lectures) JANUARY-FEBRUARY (exams)	MARCH - MAY (lectures) JUNE-JULY (exams)

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>

Grading System of University of Insubria

Please see: <http://uninsubria.llpmanager.it/studenti/documenti/ECTS.pdf>

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 VARESE02	Luca.gallo@uninsubria.it +39 0332 219341	http://uninsubria.llpmanager.it/Incoming/menu_iniziale.asp

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 VARESE02	Luca.gallo@uninsubria.it +39 0332 219341	http://uninsubria.it/manager/Incoming/menu_iniziale.asp

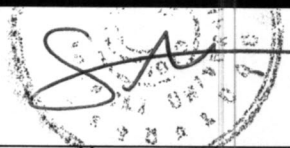
4. Housing

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 VARESE02	Luca.gallo@uninsubria.it +39 0332 219341	http://uninsubria.it/manager/Incoming/menu_iniziale.asp

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	15 JAN 2014	
I VARESE02	Prof. Paola Gramatica Institutional Coordinator	17/12/2013	