


Erasmus+ Programme
Key Action 1
**– Mobility for learners and staff –
 Higher Education Student and Staff Mobility**
**Inter-institutional agreement 2015- 2021
 between programme countries**

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)
THE HAGUE UNIVERSITY OF APPLIED SCIENCES Faculty of Management and Organisation ESCM; European Studies and Communication Studies	NL S-GRAVE13	Diana Goederaad Advisor Internationalisation Tel: +31 70 4458101 Email: international@hhs.nl	http://www.thehagueuniversity.com/ http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/what-can-i-study
Kocaeli University	TR KOCAELI 02	Assoc.Dr. Doğan Yüksel Erasmus Institutional Coordinator international@kocaeli.edu.tr 0090 2623031332	http://int.kocaeli.edu.tr/int/ http://ibf.kocaeli.edu.tr/en/index.php

B. Mobility numbers¹ per 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.

¹ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/Total number of months	SMT/total number of months
TR KOCAELI 02	NL S-GRAVE13	031	Social Sciences (European Studies)	1st	2/10	
NL S-GRAVE13	TR KOCAELI 02	031	Social Sciences (European Studies)	1st	2/10	
TR KOCAELI 02	NL S-GRAVE13	041	Business and administration (broad programmes)	1st	2/10	
NL S-GRAVE13	TR KOCAELI 02	041	Business and administration (broad programmes)	1st	2/10	

*[*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 average days	Staff Mobility for Training/total number of average days
TR KOCAELI 02	NL S-GRAVE13	031	Social Sciences (European Studies)	2/10	2/5
NL S-GRAVE13	TR KOCAELI 02	031	Social Sciences (European Studies)	2/10	2/5
NL S-GRAVE13	TR KOCAELI 02	041	Business and administration (broad programmes)	3/15	2/10
NL S-GRAVE13	TR KOCAELI 02	041	Business and administration (broad programmes)	3/15	2/10

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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
TR KOCAELI 02		English		B1	B1
NL S-GRAVE13		English		B2	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

[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]
TR KOCAELI 02	July	December
NL S-GRAVE13	31 May	15 November

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

2. : TR KOCAELI 02 and NL S-GRAVE13: Will send their decision within 2 weeks

3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

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. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.



F. Information

NL S-GRAVE13		TR KOCAELI 02	
WWW for Incoming Students	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	http://int.kocaeli.edu.tr/int/studentexchange.php	
WWW Course Catalogue	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/what-can-i-study	http://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AkademikBirimler.cfm?Dilid=58958A6C345811F13E63D4E048D96B42&DipTurid=58958A6C345811F13E63D4E048D96B42	

² 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>

Housing ³	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	exchange@hhs.nl	http://int.kocaeli.edu.tr/int/contact.php
WWW Visa Information ⁴	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/registration/immigration-procedures	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
Contact details	exchange@hhs.nl	http://int.kocaeli.edu.tr/int/contact.php
WWW Insurance Information ⁵	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	exchange@hhs.nl	http://int.kocaeli.edu.tr/int/contact.php
ECTS Users' Guide ⁶	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	http://ogr.kocaeli.edu.tr/KOUBS/akts/kurum.cfm?Dilid=1&selection=5D4A62A767503FF917F18D24CD684CBE
WWW Students and Staff with Disabilities		http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	exchange@hhs.nl	http://int.kocaeli.edu.tr/int/contact.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR KOCAELI 02	Assoc.Dr.Doğan YÜKSEL Erasmus Institutional Coordinator	04/03/ 2015	
NL S-GRAVE13	Dr. M.S. Menéndez Member of the Executive Board	13/3/ 2015	

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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 ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁶ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

⁷ Scanned signatures are accepted