



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)
Universidade de Coimbra	P COIMBRA01	<p>Filomena Marques de Carvalho ERASMUS Institutional Coordinator International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026 3001-401 COIMBRA, Portugal Phone: +351 239 857 003, Fax: +351 239 857 002 Email: dri@uc.pt</p> <p>Maria Teresa Silva Incoming Students mteresa@uc.pt Ana Isabel Ferreira Outgoing Students anisabel@uc.pt Ana Machado Teaching Staff / Staff Exchange dri.mobilidade@uc.pt</p> <p>ERASMUS Departamental Coordinator Department of Chemical Engineering Margarida Maria João Quina Phone: +351 239 798 700 Fax: +351 239 798 703 E-mail: guida@eq.uc.pt</p>	<p>Bilateral Agreements: dri.projects@uc.pt</p> <p>Website: http://www.uc.pt/en/driic</p> <p>Information for Incoming students: http://www.uc.pt/en/driic/mobilidade/</p> <p>Course Catalog: http://www.uc.pt/en/ects/catalogo</p> <p>Academic Calendar: http://www.uc.pt/en/ects/info_inst/calendario_academico/</p>
Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	<p>Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE</p> <p>Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr</p>	E-mail: spamuk@kocaeli.edu.tr
Assoc. Prof. Dr. Guralp Ozkoc Erasmus Dept. Coordinator Chem. Eng. Dept, Kocaeli Univ.		<p>Chemical Engineering Department of Kocaeli University, Umuttepe İzmit- Kocaeli/Turkey Tel/Fax: +903033542</p>	E-mail: guralp.ozkoc@kocaeli.edu.tr

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.

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] *	Number of student mobility periods [total number of months of the study periods or average duration*] Student Mobility for Studies Student Mobility for Traineeships	
TR KOCAELI02	P COIMBRA01	0711	Chemical Engineering	2 nd and 3 rd	2 students X 10 months	
P COIMBRA01	TR KOCAELI02	0711	Chemical Engineering	2 nd and 3 rd	2 students X 10 months	

[*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 [total number of days of teaching periods or average duration *] Staff Mobility for Teaching Staff Mobility for Training	
TR KOCAELI02	P COIMBRA01	0711	Chemical Engineering	1 x 5 hr	
P COIMBRA01	TR KOCAELI02	0711	Chemical Engineering	1 x 5 hr	

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]	Language of instruction 1	Language of instruction 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
P COIMBRA01	Portuguese	English	B1 (Min.) Students are required to present an English language certificate equivalent to "First Certificate" with their application	B2 (Min.)

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.

[Please specify whether the Institutions have the infrastructure to welcome students and staff with disabilities.]

P COIMBRA01

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

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>

Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.

PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.

The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs** (Apoio a Estudantes com Necessidades Educativas Especiais),
Acolhimento e acompanhamento personalizado
Rua Oliveira Matos, 27
3000-305 Coimbra - Portugal
Tel: (+351) 239 101282, e-mail: nia@sas.uc.pt
Info: http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee

E. Calendar

- 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
P COIMBRA01	June, 1 st	November, 1 st

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

P COIMBRA01:

Partner institutions should send nominations to **Regina Freitas** rdi.intstudy@uc.pt
Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

- The receiving institution will send its decision within 6 weeks.

- Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
P COIMBRA01	September - February	February - June

- 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.
- 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>

Universidade de Coimbra - http://www.uc.pt/en/ects/info_inst/sq-ma/

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/driic/mobilidade/ac/

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
P COIMBRA01	dri.intstudy@uc.pt	http://www.uc.pt/en/ects/info_caracter_geral/

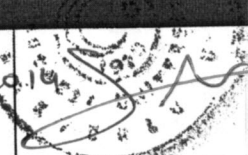
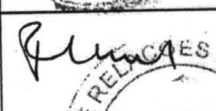
4. Housing

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]	Institution [Erasmus code]	Contact details (email, phone)
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
P COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: alojamentos@sas.uc.pt	www.uc.pt/go/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^a
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	09.07.2014	
P COIMBRA01	Filomena Marques de Carvalho ERASMUS Institutional Coordinator	03-07-2014	

^a Scanned signatures are accepted