

Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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)
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. Engin ÖZDEMİR Erasmus Coordinator		Faculty of Technology Tel: +90 262 3032248 Fax: +902623032203 E-mail: cozdemir@kocaeli.edu.tr	http://enerji.kocaeli.edu.tr/cng/index.php
POLYTECHNIC INSTITUTE OF COIMBRA ISEC Coordinator Prof. Helga Seifert ISEC - Coimbra Institute of Engineering	P COIMBRA 02	Institutional Coordinator Nuno Miguel Fonseca Ferreira Instituto Politécnico de Coimbra Av. Marmoco e Sousa n°30 3000-271 Coimbra, Portugal Phone: +351 239 791250 Fax: +351 239 791262 email: nunoferreira@ipc.pt ; dea.sri@ipc.pt	http://internationalrelations.ipc.pt/index.htm
		International Relations Office Rua Pedro Nunes - Quinta da Nora 3030-199 Coimbra Portugal Contact Person - Ms. Dália Pires Phone: +351 239 790 206 Fax: +351 239 790 201 e-mail: ri@isec.pt	http://www.isec.pt/servicos/ri/

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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle <i>(short cycle, 1st, 2nd or 3rd)</i> *	Number of student mobility periods	
					Student Mobility for Studies <i>(number of students total number of months of the study periods)</i> *	Student Mobility for Traineeships *
TR KOCAELI02	P COIMBRA 02	0713	Electricity and Energy	1 st , 2 nd , 3 rd	2 stud./ sem.	1
		0713	Electricity and Energy	1 st , 2 nd , 3 rd	2 stud./ sem.	1
P COIMBRA 02	TR KOCAELI02	0713	Electricity and Energy	1 st , 2 nd , 3 rd	2 stud./ sem.	1
		0713	Electricity and Energy	1 st , 2 nd , 3 rd	2 stud./ sem.	1

[*Optional: subject area code & name and study cycle are optional.]

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 <i>(total number of days of teaching periods or average duration *)</i>	Staff Mobility for Training *
P COIMBRA 02	TR KOCAELI02	0713	Electricity and Energy	2 staff x 5 days	2 staff x 5 days
TR KOCAELI02	P COIMBRA 02	0713	Electricity and Energy	2 staff x 5 days	2 staff x 5 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:

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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
TR KOCAELI02		English	Turkish	B1 English	B1 English
P COIMBRA 02		Portuguese	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

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
P COIMBRA 02	July 15	December 30

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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

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.

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>

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>

Polytechnic Institute of Coimbra grading system

Portuguese Grading System: 18 -20 – Excellent; 16, 17-Very Good; 14, 15-Good 10-13-Sufficient - The result achieved in a subject, whether through continuous assessment or in an examination, is generally expressed in a 0 to 20 grading scheme.
The lowest passing grade is 10

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: incrasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
P COIMBRA 02	International Relations Office ri@isec.pt +351239 790206	http://www.isec.pt/servicos/ri

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 COIMBRA 02	International Relations Office ri@isec.pt +351239 790206	http://www.isec.pt/servicos/ri

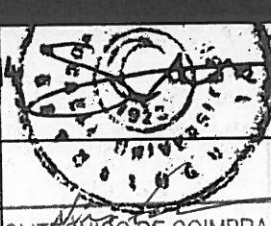

4. Housing

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
P COIMBRA 02	International Relations Office ri@isec.pt +351239 790206	http://www.isec.pt/servicos/ri

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	05 MAY 2014	
P COIMBRA 02	Vice-President/ Institutional Coordinator of the International Relations of IPC	05/05/14	 INSTITUTO POLITECNICO DE COIMBRA SERVIÇOS DA PRESIDÊNCIA

³ Scanned signatures are accepted

