



Erasmus+ Programme

Inter-institutional agreement 2014/15-2020/21 Higher Education Student and Staff Mobility – Mobility for learners and staff (Key Action 1) –

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)	Name of the institution (and department, where relevant)
Kocaeli University Institutional Coordinator ¹ : Assoc. Prof. Dr. Doğan Yüksel Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: dogan.yuksel@kocaeli.edu.tr web: http://int.kocaeli.edu.tr/int/	INSTITUTO POLITECNICO DE LEIRIA P LEIRIA01 Institutional Coordinator ¹ : Prof. Nuno André O. Mangas Pereira President Polytechnic Institute of Leiria Rua General Norton de Matos 2411-901 Leiria Tel: +244860448 Email: gmcl@ipleiria.pt
Kocaeli University Faculty of Fine Arts Erasmus Coordinator Assist.Prof.Hünkar Yılmaz Address:Kocaeli Üniversitesi Güzel Sanatlar Fakültesi Heykel Bölümü Anıtpark Yerleşkesi 41300 İzmit/KOCAELİ, Tel: +90262 303 44 02 +90262 303 43 17 Fax: +90262 303 44 03 E-mail: hunkar.yilmaz@kocaeli.edu.tr yilmazhunkar@gmail.com Web (Faculty of Fine Arts) : http://gsf.kocaeli.edu.tr/ Contact Details for Student Mobility / Nomination: Erasmus Outgoing (Placement) Student, Incoming Student and Staff Phone: +90(262) 303 13 24 General E-mail: inerasmus@kocaeli.edu.tr	Contact Details for Student Mobility / Nomination: Incoming- studies and Placements/Bilateral Agreements STT and STA Ana Boa-Ventura acecilia@ipleiria.pt tel: 244 860448 Outgoing: Ana Patrícia Silva ana.silva@ipleiria.pt Naide Martins – incoming students naide.martins@ipleiria.pt telephone contact the same as above
Departmental Coordinator: <u>Contacts should be done through the International office since coordinators change regularly</u>	Departmental Coordinator: <u>Contacts should be done through the International office since coordinators change regularly</u>

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ¹	SMT ²
TR KOCAELI02	P LEIRIA01	213	Fine Arts	1st 2nd	2x 5 months	
P LEIRIA01	TR KOCAELI02	213	Fine Arts	1st 2nd	2x 5 months	
TR KOCAELI02	P LEIRIA 01	213	Design - Ceramics	1st 2nd	2 x 5 months	
P LEIRIA 01	TR KOCAELI02	212	Design - Ceramics	1st 2nd	2 x 5 months	
TR KOCAELI02	P LEIRIA 01	215	Performing Arts	1st 2nd	2 x 5 months	
P LEIRIA 01	TR KOCAELI02	215	Performing Arts	1st 2nd	2 x 5 months	

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ³	STT ⁴
TR KOCAELI02	P LEIRIA01	213/215		tbd	tbd
P LEIRIA01	TR KOCAELI02	213/212/215		tbd	tbd

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 ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
TR KOCAELI02		Turkish	English	B1	B1

¹ Student Mobility for Studies

² Student Mobility for Traineeship

³ Staff Mobility for Teaching

⁴ Staff Mobility for Training

P LEIRIA01		Portuguese	English	B1	B1
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*Most of our study programs are bilingual. For more details on the language of instruction recommendations, see the course catalogue of each program

If applicable, please indicate the required type and score of standardized language tests:

The IPLeiria only ask a declaration from the home institution stating the level of English for specific countries.

D. Additional Requirements

Nomination

The partner Institution is kindly asked to officially nominate all the exchange students by e-mail, specifying the following details: i) Complete name; ii) Student's email; iii) Period of exchange; iv) Area of study.

Application procedure

All nominated exchange students have to fill in the on-line application and add the required documents. Additionally, the exchange students must send to ESAD.CR the following documents: i) Portfolio (CD, website or other); ii) Motivation Letter; iii) "Learning Agreement" proposal.

Acceptance

Accepted students will receive a confirmation of acceptance sent to the email contact indicated in the application, at the latest two weeks after application's closing date.

Learning Agreement ("LA")

All applying students in order to complete their on-line application have to add a provisional "LA" in connection with ESAD.CR's educational offer.

After arrival at ESAD.CR, the exchange students may request changes within the first six-week period after regular classes have started for the given semester. All the changes have to be agreed by the three parties within a two-week period following the request.

Study Plan

The exchange students are welcome to attend all the subjects they want as long as they can conciliate their choices with their classes' schedules.

Theatre course:

- i) The subject "Theatre Project" (I, II and III), will work (for the Erasmus students) as an autonomous project with tutors' support;
- ii) ESAD.CR is not able to guarantee to final diploma Erasmus students, during the mobility period, a curricular traineeship at Portuguese theatre companies therefore Erasmus students are not advised to attend the 3rd year Internship

Transcript of Records ("TR")

A "TR" will normally be issued no later than five weeks after the assessment and exams period have finished. The issued "TR" will be sent to the exchange student and to the sending Institution."

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.]

E. Calendar

1. **Nomination deadlines:**

Receiving institution	Winter term ⁵ [month]	Summer term ⁶ [month]
TR KOCAELI02	JULY	DECEMBER
P LEIRIA01	July, 30	November, 30

2. The receiving institutions will send their decisions within 6-8 weeks after deadline.
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.
4. Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. 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>

P LEIRIA 01

00/09	<i>Fail</i>	<i>further work is required</i>
10/11	<i>Sufficient</i>	<i>performance meets the minimum criteria</i>
12/13	<i>Satisfactory</i>	<i>fair but with significant shortcomings</i>
14/16	<i>Good</i>	<i>generally sound work with a number of significant errors</i>
17/18	<i>Very Good</i>	<i>above the average, but with some errors</i>
19/20	<i>Excelent</i>	<i>outstanding performance with only minors errors</i>



⁵ To be adapted in case of a trimester system.

⁶ To be adapted in case of a trimester system.

		P LEIRIA 01
WWW for Incoming Students	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence	http://www.ipleiria.pt/internacional/Paginas/idioma.e
WWW Course Catalogue	http://gsf.kocaeli.edu.tr/eng_index.htm#	http://www.ipleiria.pt/internacional/Paginas/

Housing ⁷	International Relations Unit Phone: +90(262) 303 13 24	http://www.ipleiria.pt/sas/alojamento/Paginas/Idioma.aspx
Contact details	International Relations Unit Email: inerasmus@kocaeli.edu.tr web: http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1	sas@ipleiria.pt Tel: (+351) 244 830 640
WWW Visa Information ⁸	International Relations Unit Phone: +90(262) 303 13 24	http://www.ipleiria.pt/internacional/Paginas/Idioma.aspx
Contact details	Email: inerasmus@kocaeli.edu.tr http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence	gmci@ipleiria.pt ; tel tel: 244 860448
WWW Insurance Information ⁹	International Relations Unit	http://www.ipleiria.pt/internacional/Paginas/Idioma.aspx
Contact details	Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	gmci@ipleiria.pt
ECTS Users' Guide ¹⁰	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1	http://www.ipleiria.pt/internacional/Paginas/Idioma.aspx
WWW Students	International Relations Unit	http://www.ipleiria.pt/internacional/Paginas/Idioma.aspx
Contact details	Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	gmci@ipleiria.pt

G.SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature ¹¹
TR KOCAELI02	Assoc. Prof. Dr. Doğan YÜKSEL International Relations Unit Coordinator	18.01.2011	
P LEIRIA01	Prof. Nuno André O. Mangas Pereira President and Institutional Coordinator	25-11-2014	 instituto politécnico de leiria

⁷ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁸ 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.

⁹ 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.

¹⁰ 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.

¹¹ Scanned signatures are accepted