

# Erasmus+ Programme


## Key Action 1

- Mobility for learners and staff -  
Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Instituto Superior de Engenharia de Lisboa (ISEL) - Instituto Politécnico de Lisboa (IPL)	P LISBOA05	International Relations Office Coordinator <b>Susana Teague Florêncio</b> E-mail: <a href="mailto:irinternacionais@isel.pt">irinternacionais@isel.pt</a> Phone: +351 218 317 000 Address: Rua Conselheiro Emídio Navarro 1 1959-007 Lisboa - Portugal Administrative Contact: <b>Claudia Pinheiro</b> E-mail: <a href="mailto:irinternacionais@isel.pt">irinternacionais@isel.pt</a> Phone: +351 218 317 000	<a href="http://www.isel.pt/inst/english/docs/Processus2013.pdf">http://www.isel.pt/inst/english/docs/Processus2013.pdf</a>
Instituto Politécnico de Lisboa (IPL)		International Relations Office Coordinator <b>Carla Ruivo</b> Erasmus Institutional Coordinator Gabinete de Relações Internacionais e Mobilidade Académica Postal address: Campus de Benfica do IPL 1549-014 Lisboa, PORTUGAL Phone: +351 210 464 762, Fax: +351 217 166 147, e-mail: <a href="mailto:grima@sc.ipl.pt">grima@sc.ipl.pt</a>	 E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>
Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAEU02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kültürhanne Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>	E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>
Assoc Prof. Dr. Gürald Ozkoc Erasmus Dept. Coordinator Chem. Eng. Dept. Kocaeli Univ.		Chemical Engineering Department of Kocaeli University, Umuttepe İzmit Kocaeli/Turkey Tel/Fax: +9030333542	E-mail: <a href="mailto:ozkoc@kocaeli.edu.tr">ozkoc@kocaeli.edu.tr</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

**B. Mobility numbers<sup>5</sup> 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 <small>[Erasmus code of the sending institution]</small>	TO <small>[Erasmus code of the receiving institution]</small>	Subject area code <small>* [ISCED]</small>	Subject area name <small>*</small>	Study cycle <small>(short cycle 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>)</small>	Number of student mobility periods
TR KOCALIO2	P LISBOA05	0711	Chemical engineering and processes	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 students X 10 months
P LISBOA05	TR KOCALIO2	0711	Chemical engineering and processes	1 <sup>st</sup> , 2 <sup>nd</sup>	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 <small>[Erasmus code of the sending institution]</small>	TO <small>[Erasmus code of the receiving institution]</small>	Subject area code <small>* [ISCED]</small>	Subject area name <small>*</small>	Number of staff mobility periods <small>Staff Mobility for Staff Mobility for Training</small>
TR KOCALIO2	P LISBOA05	0711	Chemical engineering and processes	1 x 5 hr
P LISBOA05	TR KOCALIO2	0711	Chemical engineering and processes	1 x 5 hr

*\* Subject and numbers can be given per sending/receiving institutions and per education field.*

**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:

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional):

<http://www.lisboa.edu.pt/educacao/Processo/International-standard-classification-of-education.aspx>

<sup>6</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
TR KOCATELIO2	English		B1	B2
P LISBOA05	Portuguese	English	B1 (Portuguese - just recommended)*	B2 (English - recommended)

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

\* P LISBOA05 - The recommended language of instruction level can be discuss on a "case to case" basis, with each Erasmus Coordinator and depending on the chosen curriculum; most of classes are conducted in Portuguese, but some classes can be offered in English

#### 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.]*

#### 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 KOCATELIO2	JULY	DECEMBER
P LISBOA05	Application Deadline: 1st semester: May 31 <sup>th</sup> Full academic year: May 31 <sup>th</sup>	Application Deadline: 2nd semester: November 1 <sup>st</sup>

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

- The receiving institution will send its decision within 8 weeks.
- Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]		Spring term [from - to]	
TR KOCATELIO2	SEPTEMBER	FEBRUARY	FEBRUARY	JUNE
P LISBOA05	SEPTEMBER	FEBRUARY	FEBRUARY	JULY

- 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.

<sup>7</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://eur01pass.ceddlap.europa.eu/en/resources/european-language-levels-ceil>.

## 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/KUBS/akts/index.cfm?DilId=1>

### P LISBOA05

#### ISEL grading scale:

ECTS GRADE	LOCAL GRADE	Definition
A	20-18	EXCELLENT
B	17-16	VERY GOOD
C	15-14	GOOD
D	13-12	SATISFACTORY
E	10-13	SUFFICIENT
F	0-9	FAILED

### 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: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
P LISBOA05	<a href="mailto:dirinternacionais@iseld.pt">dirinternacionais@iseld.pt</a>	

### 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 KOCael102	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a> <a href="mailto:ninternacionais@isel.pt">ninternacionais@isel.pt</a>	<a href="http://ogt.kocaeli.edu.tr/KOUIS/aks/index.cfm?DilId=1">http://ogt.kocaeli.edu.tr/KOUIS/aks/index.cfm?DilId=1</a>
P LISBOA05		

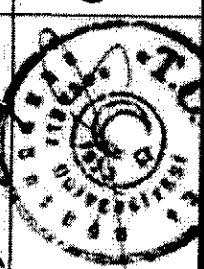
#### 4. Housing

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 KOCael102	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogt.kocaeli.edu.tr/KOUIS/aks/index.cfm?DilId=1">http://ogt.kocaeli.edu.tr/KOUIS/aks/index.cfm?DilId=1</a>
P LISBOA05	<a href="mailto:ninternacionais@isel.pt">ninternacionais@isel.pt</a>	

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature*
TR KOCael102	Prof. Dr. Sarda Pamuk Erasmus Institutional Coordinator	17 JUL 2014	
P LISBOA05	Prof. Dr. Luis Manuel Vicente Ferreira President of Instituto Politécnico de Lisboa Estrada de Benfica nº 529 1549-020 Lisboa, PORTUGAL Phone: +351 217 101 200 <a href="mailto:lu@iscti.pt">lu@iscti.pt</a>	14/07/2014	