

B. Mobility numbers⁴ 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	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR KOCAELI02	P LISBOA104	04.9 (0716 (ISCED '13))	Aviation Management	1 st	3 students/ 10 months	
P LISBOA104	TR KOCAELI02	04.9 (0716)	Aviation Management	1 st	3 students/ 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	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
TR KOCAELI02	P LISBOA104	04.9 (0716)	Aviation Management	1 teacher /1 week/8 hours	1 staff/1 week
P LISBOA104	TR KOCAELI02	04.9 (0716)	Aviation Management	1 teacher /1 week/8 hours	1 staff/1 week

⁴ 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>)

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	04.9 (0716)	EN	TR	B1 or higher	B2
P LISBOA104	04.9 (0716)	Portuguese	English	B1	B2

Remarks: Based on the learning agreement (courses chosen) students need to hand in an official document from the HEI or respective institution, stating the required language level in EN Language.

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

It's compulsory for all incoming students to attend the orientation meeting held by International Relations Unit, Kocaeli University.

P LISBOA 104 - ISEC is based in an ancient building, the architecture of which has not yet been adapted to welcome university population with physical 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 KOCAELI02	1 July	1 December
P LISBOA104	30th June	31st October

2. The receiving institution will send its decision within **four (4) weeks**.

⁵ 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>

3. A Transcript of Records will be issued by the receiving institution no later than **five (5) weeks** after the assessment period has finished at the receiving HEL.
4. Termination of the agreement: The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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/kurum.cfm?Dilid=1&selection=056C8B83DEAB1EA0B053CC6A91A3C92A>

* These grades are transferred into the highest equivalent grade at Kocaeli University.FX grades are regarded as "Conditional Pass" by Kocaeli University depending on the semester grade point average of a student.

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Each course unit is given a grade on a scale from 0 to 20 points. A minimum grade of 10 points out of 20 is required to pass each course unit and for the awarding of the diploma. The overall classification is expressed according to the following numerical and corresponding qualitative scales:

0 - 9: Reprovado (Fail); 10 - 13: Suficiente (Pass); 14 - 15: Bom (Notable); 16 - 17: Muito Bom (Very Good); 18 -20: Excelente (Excellent)

2. Visa

[F.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 LISBOA 104	malagoa@isec.universitas.pt +351217541310	http://www.euraxess.pt/incoming/visas.phtml.en

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/ogrenci.cfm?Dilid=1&selection=A232C244A92E14F825ADA97181F8BD7B
P LISBOA 104	malagoa@isec.universitas.pt +351217541310	http://ec.europa.eu/social/main.jsp?catId=559

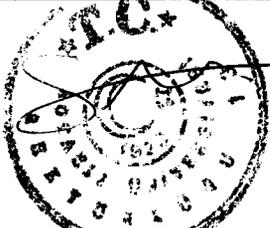
4. **Housing**

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://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info
P LISBOA104	malagoa@isec.universitas.pt +351217541310	http://www.esnlisboa.org/content/esn-lisboahousing

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KOCAELI02	Erasmus Institutional Coordinator: Prof.Serdal PAMUK, Ph.D.	10.11.2014	
P LISBOA 104	Prof. Maria Cristina Ventura, Ph.D. President of ISEC	September 23, 2014	

⁶ Scanned signatures are accepted