



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2016/2017-2019/2020

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	Erasmus code	Contact details (email, phone)	Website	
Universidade do Porto	P PORTO02	Institutional Coordinator	Mrs. Bárbara Costa Director of International Office international@reit.up.pt (+351) 220408034 www.up.pt	
		Faculty Coordinator	Prof. Isabel Margarida Duarte Faculdade de Letras da UPorto lduarte@letras.up.pt www.letras.up.pt	
		Academic Exchange Coordinator	<i>Prof. John Greenfield</i> <i>igreenf@letras.up.pt</i>	
		Administrative Contact	Ms. Carla Augusto International Office Faculdade de Letras da UPorto Via Panorâmica, s/n 4150-564 Porto; Portugal Tel.: +351.226077140 caugusto@letras.up.pt www.letras.up.pt/gapr o	
Kocaeli Üniversitesi	TR KOCAELI02	Institutional Coordinator	Assoc. Prof. Doğan Yüksel Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: international@kocaeli.edu.tr http://int.kocaeli.edu.tr/int/	
		Erasmus Departmental Coordinator Dept. of International Relations	Tel: +90 262 303 1615 Fax: +90 262 303 1622 Email: derya.ozveri@kocaeli.edu.tr http://iibf.kocaeli.edu.tr/	

B. Mobility numbers per academic year

STUDENTS:

FROM	TO	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*
P PORTO02	TR KOCAELI02	0312	Political science and civics	1,2	2 x 5 months	-
TR KOCAELI02	P PORTO02	0312	Political science and civics	1,2	2 x 5 months	-

STAFF:

FROM	TO	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*
P PORTO02	TR KOCAELI02	0312	Political science and civics	1 x 8 hours	1 x 8 hours
TR KOCAELI02	P PORTO02	0312	Political science and civics	1 x 8 hours	1 x 8 hours

* Staff Mobility for Training will be agreed upon on a case-by-case basis.

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO02		Portuguese		Portuguese B2 Or English B2 Or French B2 Or Spanish B2	To be agreed
TR KOCAELI02		Turkish	English	Turkish C1 or English B1	To be agreed

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

P PORTO02: The University of Porto welcomes students with disabilities. Further information: http://sigarra.up.pt/flup/pt/uni_geral.unidade_view?pv_unidade=57

E. Calendar

1. Applications/Information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term* [month]	Spring term* [month]
P PORTO02	31 st May	15 th October
TR KOCAELI02	JULY	DECEMBER

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

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

3. 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.

4. Termination of the agreement

This agreement can be terminated or amended at any time by mutual consent. In the event of unilateral termination, 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

¹ 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

P PORTO02

The University of Porto uses the ECTS Grading system. The number of ECTS credits for each course reflects the total number of hours a student is expected to devote to the course (in the form of lectures, homework, reading, essays, consultations, seminars, etc.). 60 ECTS credits are attached to the workload of a full-time year of formal learning (academic year) and the associated learning outcomes. At the University of Porto, one credit corresponds to 27 hours of student total work.

1 full academic year = 60 credits

1 semester = 30 credits

Local Grades awarded on a scale of 0-20 (pass mark 10)

18 to 20	Excellent
16 and 17	Very good
14 and 15	Good
10 to 13	Sufficient
0 to 9	Fail

ECTS Grades

The ECTS grading scale is based on the percentile (similar but not identical to the class rank) of a student in a given assessment, that is how was his/her performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Therefore, ECTS grade does not have a direct fixed correspondence to the local grade.

ECTS Grade Nota ECTS	% of students who have achieved this grade
A	10
B	25
C	30
D	25
E	10
FX	-

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>

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	Contact details (email, phone)	Website for information
P PORTO02	Mobility Unit Tel: +351.220408056 International@reit.up.pt	http://sigarra.up.pt/up_uk/web_base.gera_pagina?p_pagina=122271
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

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	Contact details (email, phone)	Website for information
P PORTO02	Mobility Unit Tel: +351.220408056 International@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122275
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=40D7F1CD0DDFBAD88607F7D8DB44EDEF7

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

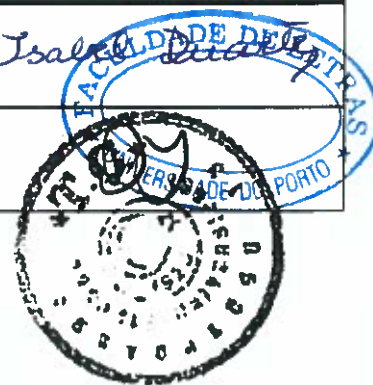
Information and assistance can be provided by the following persons and information sources:

Institution	Contact details (email, phone)	Website for information
P PORTO02	Mobility Unit Tel: +351.220408056 International@reit.up.pt	https://sigarra.up.pt/up/en/web_base.gera_pagina?p_pagina=122274
TR KOCAELI02	International Relations Unit	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?DilId=1

Phone: +90(262) 303 13 24	&selection=71D228435D62B17CE843DA165C5E249A
Email: lnerasmus@kocaeli.edu.tr	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ²
P PORTO02	Prof. Isabel Duarte International Faculty Coordinator	28/01/2016	<i>Isabel Duarte</i>
TR KOCAELI02	Assoc. Prof. Doğan Yüksel Institutional Coordinator	04/01/2016	<i>Doğan Yüksel</i>



² Scanned signatures are accepted