



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² between programme countries [Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Universitatea Politehnica Timisoara (Politehnica University of Timisoara) Prof. Dr. eng. Lia DOLGA, Erasmus Institutional Coordinator Departmental Coordinator Prof. Dr. Marian MOCAN	RO TIMISOA04	Mailing address: 2, P-ta Victoriei, 300006 Timisoara, Romania Phone, Fax: +40 256 403033 E-mail: lia.dolga@upt.ro	http://www.upt.ro/international
		Phone: +40 256 404282 E-mail: marian.mocan@upt.ro	
Kocaeli Üniversitesi Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Ph.: +90 262 303 1332 Fax: +90 262 303 1044 E-mail: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assist. Prof. Dr. Gülşen Akman Departmental Coordinator		Kocaeli Üniversitesi Mühendislik Fakültesi Endüstri Mühendisliği Bölümü 41380 Kocaeli/Türkiye Ph.: +90 262 303 3325 Fax: +90 262 303 3003 E-mail: akmang@kocaeli.edu.tr	http://endustri.kocaeli.edu.tr/english/

A. Information about higher education institutions

B. Mobility numbers⁵ 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	TO	Subject	Subject area name	Study cycle [short cycle,]	Number of student mobility periods
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¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

⁵ 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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	*	1 st , 2 nd or 3 rd *	Student Mobility for Studies [average duration*]	Student Mobility for Traineeships *
TR KOCAELI02	RO TIMISOA04	072	Manufacturing and processing - Industrial Engineering	1 st	3 students (5 months each)	—
RO TIMISOA04	TR KOCAELI02	072	Manufacturing and processing - Industrial Engineering	1 st , 3 rd	3 students (5 months each)	—

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 [average duration *]	Staff Mobility for Training *
TR KOCAELI02	RO TIMISOA04	072	Manufacturing and processing - Industrial Engineering	1 x 7 days	1 x 7 days
RO TIMISOA04	TR KOCAELI02	072	Manufacturing and processing - Industrial Engineering	1 x 7 days	1 x 7 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		English		B1 (recommended)	
RO TIMISOA04		English	Romanian	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

RO TIMISOA04: At the date of signing the agreement, Politehnica University of Timisoara has limited infrastructure to welcome students and staff with physical disabilities: each case will be analysed individually.

Please visit <http://www.upt.ro/img/file/Erasmus%20Incoming%202012-2013/INFO%20GUIDE.pdf> for information guide.

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
RO TIMISOA04	15 th JUNE	15 th DECEMBER

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

2. **TR KOCAELI02:** will send its decision within 6 weeks.

RO TIMISOA04: will send its decision in 5 weeks.

3. **TR KOCAELI02:** 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.

⁶ 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>

RO TIMISOA04: Transcript of Records will be issued by our university no later than five weeks after the assessment period has finished. The original document will be sent by the Department for International Mobility and Cooperation to the home university using regular mail services. A scanned copy will be sent by e-mail to the student and to the home university.

4. Termination of the agreement

TR KOCAELI02: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

RO TIMISOA04: The involved institutions agree on the procedure for modifying or terminating the inter-institutional agreement. In the event of termination, a notice of at least one academic year should be given. 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

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>

Politehnica University of Timisoara grading system

The grades are integer values from 1 to 10, with the maximal value of 10 (the highest level of knowledge and skills) and the minimal level of 5 (a basic level of knowledge is required, covering the main topics taught) for passing the examination. The Romanian Ministry of Education recommends the following interpretation of each grade:

Romania	1 - 4	5	6	7	8	9	10
Turkey	1-4 Noksan/ Pek Noksan	4,5-4,99	5,00-6,49 Orta	6,5-6,99 Orta	7,00-7,99 Lyi	8,00-8,99 Lyi	9,0-10,0 Pek iyi

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
RO TIMISOA04	Phone: +40 256 403034 E-mail: roxana.tripsa@upt.ro	www.mae.ro/en/node/2035

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=40D7F1CD0DDFBAD88607F7D8DB44EDE7
RO TIMISOA04	E-mail: roxana.tripsa@upt.ro	http://ec.europa.eu/social/main.jsp?catId=559

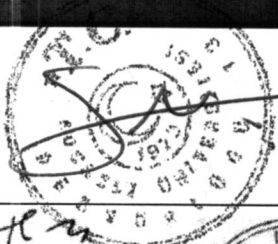
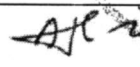

4. Housing

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://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
RO TIMISOA04	E-mail: roxana.tripsa@upt.ro	www.upt.ro/international

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	13 JAN 2014	
RO TIMISOA04	Prof. Dr. eng. Viorel- Aurel ȘERBAN, Rector		 

⁷ Scanned signatures are accepted