



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Office for European Programs Ramona Onciu Erasmus Institutional Coordinator	RO CLUJNAP01	Institutional Coordinator: Ramona Onciu Str. Avram Iancu, nr. 68, RO-400083, Cluj-Napoca, Romania ramona.onciu@ubbcluj.ro tel: +40264429762 fax: +40264429755	http://www.ccl.ubbcluj.ro/
Faculty of European Studies Lect. Dr. Florin Duma Departmental Coordinator		Departmental Coordinator: Lect. Dr. Florin Duma Str. Em. de Martonne, nr. 1, RO-400090, Cluj-Napoca, Romania fduma@euro.ubbcluj.ro tel/fax: +40264590251	http://euro.ubbcluj.ro/
Assoc.Dr.Doğan YÜKSEL Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Phone: +90 2623031332 Fax: +90 2623031044 E-mail: dogan.yuksel@kocaeli.edu.tr	http://www.kocaeli.edu.tr/int/ http://int.kocaeli.edu.tr/int/
Derya Özveri International Relations Erasmus Departmental Coordinator		Kocaeli Üniversitesi İktisadi ve İdari Bilimler Fakültesi Uluslararası İlişkiler Bölümü Umutepe Yerleşkesi 41380 Kocaeli/TÜRKİYE Phone: +90 2623031615 Fax: +90 2623031503 E-mail: derya.ozveri@kocaeli.edu.tr	http://iibf.kocaeli.edu.tr/en/index.php http://ogr.kocaeli.edu.tr/kouubs/Bologna/Genele/DersListesi.cfm?Dilid=9733D3CDE0977FCB07837427CC571925

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

A. Information about higher education institutions

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] 5	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]
TR KOCAELI02	RO-CLUJNAP01	0312/313	Political Science and Civics	1st	5 (25)
		0312/313	Political Science and Civics	2 nd	2 (10)
		0312/313	Political Science and Civics	3 rd	1 (5)
RO-CLUJNAP01	TR KOCAELI02	0312/313	Political Science and Civics	1st	5 (25)
		0312/313	Political Science and Civics	2 nd	2 (10)
		0312/313	Political Science and Civics	3 rd	1 (5)

[*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 Staff Mobility for Training	
TR KOCAELI02	RO-CLUJNAP01	0312/313	Political Science and Civics	1 (2 weeks)	
		0312/313	Political Science and Civics		1 (2 weeks)
RO-CLUJNAP01	TR KOCAELI02	0312/313	Political Science and Civics	1 (2 weeks)	
		0312/313	Political Science and Civics		1 (2 weeks)

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>

⁵ 1st: undergraduate, 2nd: master or 3rd: PhD

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	Turkish	B1	B2
RO CLUJNAP01		English	Romanian/German/French	B2	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

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.]

Although RO CLUJNAP01 has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, we would strongly advise to provide as much information ahead of time in order for our International Office Staff to inform the student/staff of the feasibility of the mobility.

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 CLUJNAP01	July 1 st - nominations July 15 th - applications	November 1 st - nominations November 15 th - applications

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

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

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>

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
RO CLUJNAP01	01.10 - 15.02.	22.02 - 30.06

4. 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.
5. 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.

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>

RO CLUJNAP01

Romanian Grading Scale – 1 to 10, 10 being the maximum grade; ECTS is given if 5 is obtained.

- 10 - EXCELLENT - outstanding performance with only minor errors
- 9 - VERY GOOD - above the average standard but with some errors
- 8 - GOOD - generally sound work with a number of notable errors
- 6 - 7 - SATISFACTORY - fair but with significant shortcomings
- 5 - SUFFICIENT - performance meets the minimum criteria
- 4 - FAIL - some more work required before the credit can be awarded
- 1, 2, 3 - FAIL - considerable further work is required

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 CLUJNAP01	Ramona Fader Tel: +40264429762 ramona.fader@ubbcluj.ro	http://www.cci.ubbcluj.ro/lifelong_learning/erasmus.php

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/index.cfm?Dilid=1
RO CLUJNAP01	Ramona Fader Tel: +40264429762 ramona.fader@ubbcluj.ro	http://www.cci.ubbcluj.ro/lifelong_learning/erasmus.php



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	Hotels : http://int.kocaeli.edu.tr/int/?Hotels=Yes Dorms : http://int.kocaeli.edu.tr/int/?Dorms=Yes Share an Apartment : http://int.kocaeli.edu.tr/int/?Accommodation=Yes
RO CLUJNAP01	Ramona Fader Tel: +40264429762 ramona.fader@ubbcluj.ro	http://www.cci.ubbcluj.ro/lifelong_learning/erasmus.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR KOCAELI02	Assoc.Dr.Doğan YÜKSEL Erasmus Institutional Coordinator	16/03/16	
RO CLUJNAP01	Acad. Prof. dr. Ioan Aurei POP, Rector	21.03.2016	

⁷ Scanned signatures are accepted