



Universidad de Sevilla

## Erasmus+ Programme

Key Action 1

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

### Inter-institutional agreement 2016-2021 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.

#### Information about higher education institutions

Name of the institution	Erasmus code	Contact details	Website
UNIVERSIDAD DE SEVILLA	E SEVILLA01	Erasmus Office: Administrative contact: Tel: 34 954556006 Fax: 34 954556886 Mail address: <a href="mailto:relint25@us.es">relint25@us.es</a> INSTITUTIONAL COORDINATOR ENRIQUE LÓPEZ LARA Avda. Ciudad Jardín 20-22 41005 Sevilla	<a href="http://www.internacional.us.es">www.internacional.us.es</a>
Kocaeli Üniversitesi Assoc. Prof. Doğan Yüksel  Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:international@kocaeli.edu.tr">international@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Derya Özveri Erasmus Departmental Coordinator Dept. of International Relations		Kocaeli Üniversitesi, Umuttepe Kampusu, I.I.B.F, Uluslararası İlişkiler Bolumu, 41380 Kocaeli, Turkey Tel: +90 262 303 1615 Fax: +90 262 303 1622 Email: <a href="mailto:derya.ozveri@kocaeli.edu.tr">derya.ozveri@kocaeli.edu.tr</a>	<a href="http://iibf.kocaeli.edu.tr/">http://iibf.kocaeli.edu.tr/</a>

### A. Mobility numbers per academic year

FROM	TO	ISCED: Area name	Course*	Cycle	Number of students	Months per student	Student Mobility for Traineeships
E SEVILLA01	TR KOCAELI02	1015: Travel, tourism and leisure	Grado en Turismo	1º	2	5	0
TR KOCAELI02	E SEVILLA01	1015: Travel, tourism and leisure	Grado en Turismo	1º	2	5	0

**\*In case Isced Code Subject involves several study programmes, it should be specified which programme is included in the agreement.**

**If column "FROM" is marked with # means specific exchange for double degree.**

FROM	TO	ISCED	Area name	Number of staff
TR KOCAELI02	E SEVILLA01	1015	Travel, tourism and leisure	1
E SEVILLA01	TR KOCAELI02	1015	Travel, tourism and leisure	1

### C. Required 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 required language skills at the start of the study or teaching period:

Receiving institution	Area Name	Language 1	Language 2	Student	Staff
E SEVILLA01	Travel, tourism and leisure	ESPAÑOL		B1	B2
TR KOCAELI02	Travel, tourism and leisure	INGLÉS		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

### E. Calendar

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

Receiving institution	Autumn term	Spring term
<b>E SEVILLA01</b> Academic Calendar: <a href="http://www.us.es/estudios/calendario/i">http://www.us.es/estudios/calendario/i</a>	DEADLINE FOR APPLICATION: 30 <sup>TH</sup> JUNE	DEADLINE FOR APPLICATION: 30 <sup>TH</sup> NOVEMBER

<a href="#">index.html</a>		
TR KOCAELI02	JULY	DECEMBER

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

*It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

*It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>1</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.*

#### E SEVILLA01

<http://servicio.us.es/academica/normativa-documentacion>

<http://www.us.es/downloads/acerca/normativa/normativa-examenes.pdf>

#### 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>

<sup>1</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

## **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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
<b>E SEVILLA01</b>	<a href="mailto:relint3@us.es">relint3@us.es</a> <a href="mailto:relint19@us.es">relint19@us.es</a> <a href="mailto:relint21@us.es">relint21@us.es</a>	<a href="http://www.exteriores.gob.es/Portal/es/Servicio sAlCiudadano/InformacionParaExtranjeros/Pagin as/VisadosDeLargaDuracion.aspx">http://www.exteriores.gob.es/Portal/es/Servicio sAlCiudadano/InformacionParaExtranjeros/Pagin as/VisadosDeLargaDuracion.aspx</a>
<b>TR KOCAELI02</b>	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>

## **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:

<b>Institution</b>	<b>Contact details</b>	<b>Website for information</b>
<b>E SEVILLA01</b>	<a href="mailto:relint3@us.es">relint3@us.es</a> <a href="mailto:relint19@us.es">relint19@us.es</a> <a href="mailto:relint21@us.es">relint21@us.es</a>	<a href="http://www.seg-social.es/Internet_6/Masinformacion/Tramitesy Gestiones/Seguroescolar/index.htm">http://www.seg-social.es/Internet_6/Masinformacion/Tramitesy Gestiones/Seguroescolar/index.htm</a>
<b>TR KOCAELI02</b>	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>



#### 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	Website for information
E SEVILLA01	<a href="mailto:sacinfo2@us.es">sacinfo2@us.es</a> <a href="mailto:sacudocu20@us.es">sacudocu20@us.es</a> <a href="mailto:sacinfo1@us.es">sacinfo1@us.es</a>	<a href="http://sacu.us.es/spp-servicios">http://sacu.us.es/spp-servicios</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	Hotels : <a href="http://int.kocaeli.edu.tr/int/?Hotels=Yes">http://int.kocaeli.edu.tr/int/?Hotels=Yes</a>  Dorms : <a href="http://int.kocaeli.edu.tr/int/?Dorms=Yes">http://int.kocaeli.edu.tr/int/?Dorms=Yes</a>  Share an Apartment : <a href="http://int.kocaeli.edu.tr/int/?Accommodation=Yes">http://int.kocaeli.edu.tr/int/?Accommodation=Yes</a>

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

Institution	Name, function	Date	Signature
E SEVILLA01	INSTITUTIONAL COORDINATOR FOR INTERNACIONAL OFFICE DIRECTOR ENRIQUE LÓPEZ LARA Avda. Ciudad Jardín 20-22 41005 Sevilla	14/12/2015	 
TR KOCAELI02	Assoc. Prof. Doğan YÜKSEL Erasmus Institutional Coordinator	21/12/2015	