



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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 (and department, where relevant) | Erasmus code | Contact details ³ (email, phone) | Website (eg. of the course catalogue) |
|--|--------------|---|--|
| University of Ljubljana Faculty of Arts | SI LJUBLJA01 | Faculty coordinator: Name: Anja Golec Tel: +386 1 241 1356 E-mail: anja.golec@ff.uni-lj.si | http://www.uni-lj.si/en/mobility_programmes/contacts.aspx http://www.ff.uni-lj.si/ |
| | | Departmental coordinator: Name: Tina Milavec Tel: 0038612411576 E-mail: tina.milavec@ff.uni-lj.si | |
| 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/ |
| Assoc. Prof. Dr. Füsün TÜLEK Departmental Coordinator | | E-mail: fusuntulek@kocaeli.edu.tr tulek2001@yahoo.com | http://fef.kocaeli.edu.tr/index.php/index2?id=11 |

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 | |
|---|--|---|---------------------------|---|------------------------------------|--------------------------|
| | | | | | Students | Student months (=sum) |
| SI LJUBLJA01 | TR KOCAELI02 | 0222 | Archaeology | All | 7 | 7x9=63 months |
| TR KOCAELI02 | SI LJUBLJA01 | 0222 | Archaeology | All | 7 | 7x9=63 months |

*Optional: subject area code & name and study cycle are optional.

<http://www.uis.unesco.org/education/pages/international-standard-classification-of-education.aspx>

| 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 ¹] | Staff Mobility for Training * |
| SI LJUBLJA01 | TR KOCAELI02 | 0222 | Archaeology | 1 week x 8 hours | — |
| TR KOCAELI02 | SI LJUBLJA01 | 0222 | Archaeology | 1 week x 8 hours | — |

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 instruc- tion 1 | Language of instruc- tion 2 | Recommended language of instruction level ⁵ | |
|--|---------------------------|-----------------------------------|-----------------------------------|--|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| SI LJUBLJA01 | 0222 | Slovene | English | B2 | B2 |
| TR KOCAELI02 | 0222 | Turkish | English | B2 | B2 |

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 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>

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|-------------------------|-------------------------|
| SI LJUBLJA01 | May 15 | November 15 |
| TR KOCAELI02 | December | July |

2. The receiving institution will send its decision within 8 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

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

SI LJUBLJA01

http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx

TR KOCAELI02

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?Diid=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 [Erasmus code] | Contact details (email, phone) | Website for information |
|----------------------------------|---|---|
| SI LJUBLJA01 | <i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592 <i>Outgoing:</i> student.office@uni-lj.si Tel: 00 386 1 2418594 | http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx |
| 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 [Erasmus code] | Contact details (email, phone) | Website for information |
|----------------------------------|---|---|
| SI LJUBLJA01 | <i>Incoming:</i> intern.office@uni-lj.si Tel: 00 3861 2418592 <i>Outgoing:</i> student.office@uni-lj.si Tel: 00 386 1 2418594 | http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx |
| 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&seleccion=40D7F1CD0DDFBAD88607F7D8DB44EDEF |

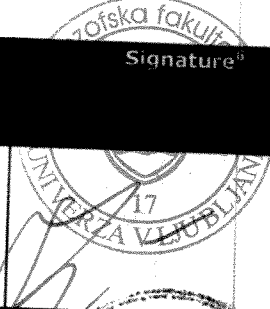
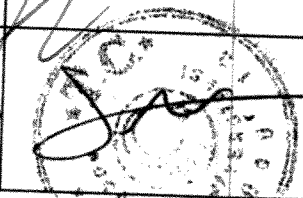
4. Housing

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 |
|----------------------------------|---|---|
| SI LJUBLJA01 | intern.office@uni-lj.si Tel: 00 3861 2418592 | http://www.uni-lj.si/en/mobility_programmes/incoming_students.aspx |
| 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&selektion=71D228435D62B17CE843DA165C5E249A |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁶ |
|-------------------------------|---|------------|---|
| SI LJUBLJA01 | Red. Prof. Dr. Branka Kalenič Ramšak Dean of the Faculty by the Authorisation of the Rector | 12/12/2013 |  |
| TR KOCAELI02 | Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator | 4/12/2013 |  |

⁶ Scanned signatures are accepted