

**Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014- 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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY OF THE AZORES Universidade dos Açores	P ACORES01	<u>International Relations Office (IRO)</u> Phone: +351 296 650 406/800 Fax: +351 296 650 005 E-mail: gri@uac.pt / www.gri.uac.pt <u>Erasmus Institutional Coordinator</u> Prof. Doutor João da Silva Madruga Phone: +351 295 402 200 Fax: +351 295 402 205 E-mail: madruga@uac.pt	www.uac.pt/ofertaeducativa www.gri.uac.pt
Kocaeli University	TR KOCAELI 02	Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator spamuk@kocaeli.edu.tr 0090 2623031332	http://int.kocaeli.edu.tr/int/ http://iibf.kocaeli.edu.tr/en/index.php

B. Mobility numbers¹ 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.

¹ Mobility numbers can be given per sending/receiving institutions and per education field

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
TR KOCAELI 02	P ACORES01	041	Business and administration (broad programmes)	1st	2/10	
P ACORES01	TR KOCAELI 02	041	Business and administration (broad programmes)	1st	2/10	

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 average days	Staff Mobility for Training/total number of average days
TR KOCAELI 02	P ACORES01	041	Business and administration (broad programmes)	2/10	2/10
P ACORES01	TR KOCAELI 02	041	Business and administration (broad programmes)	2/10	2/10

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	
				Student Mobility for Studies	Staff Mobility for Teaching
TR KOCAELI 02		English			
P ACORES01		Portuguese	English	B1 English (tutorial)	B2 English (tutorial)

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 ACORES01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: gri@uac.pt.

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 KOCAELI 02	July	December
P ACORES01	Nomination: May Application: June	Nomination: October Application: November

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

2.

TR KOCAELI 02: Will send its decision within 2 weeks

P ACORES01: Will send its decision within 2 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

P ACORES01: 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. However due to some administrative and technical difficulties in registering the exams, it could take up to 6 -8 weeks for us to send the Transcript of Records.

4. Termination of the agreement

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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

² For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

F. Information

	P ACORES01	TR KOCAELI 02
WWW for Incoming Students	www.gri.uac.pt Email: gri@uac.pt	http://int.kocaeli.edu.tr/int/studentexchange.php
WWW Course Catalogue	www.uac.pt/ofertaeducativa	http://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AkademikBirimler.cfm?Dilid=58958A6C345811F13E63D4E048D96B42&DipTurid=58958A6C345811F13E63D4E048D96B42
Housing ³	www.gri.uac.pt http://sasua.uac.pt http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	gri@uac.pt ; Fernanda_sousa@uac.pt	http://int.kocaeli.edu.tr/int/contact.php
WWW Visa Information ⁴	http://www.gri.uac.pt/uploads/uac_documento_plugin/ficheiro/45dae7e951d45fd844757a3c8e1d33af3651031d.pdf http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/registration/Immigration-procedures	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
Contact details	gri@uac.pt	http://int.kocaeli.edu.tr/int/contact.php
WWW Insurance Information ⁵	http://www.gri.uac.pt/destaque/seguero-alunos	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	gri@uac.pt	http://int.kocaeli.edu.tr/int/contact.php
ECTS Users' Guide ⁶	http://www.gri.uac.pt/destaque/distribuicao-estatistica-das-notas-de-acordo-com-o-guia-ects http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes	http://ogr.kocaeli.edu.tr/KOUBS/akts/kuurum.cfm?Dilid=1&selection=5D4A62A767503FF917F18D24CD684CBE

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

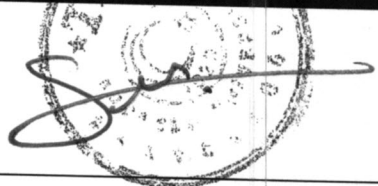
⁴ The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁶ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

WWW Students and Staff with Disabilities	In this case contact GRI (IRO)	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	gri@uac.pt	http://int.kocaeli.edu.tr/int/contact.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KOCAELI 02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	17 DEC 2013	
P ACORES01	<u>Erasmus Institutional Coordinator</u> Prof. Doutor João da Silva Madruga	12/12/2013	