



tn. 1252

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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) |
|---|---------------|--|---|
| Universidade Portucalense Infante D. Henrique | P PORTO07 | International Relations Office R.Dr. António Bernardino de almeida, 541-619, 4200-079 Porto Tel: +351 22552130/4 Fax: +351 225572010 ri@upt.pt Departmental coordinator: António Oliveira erasmus_dcee@upt.pt | www.upt.pt http://siupt.uportu.pt/content/files/gri/UPT_Student_Guide_Erasmus8.pdf |
| 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*(optional*:)*

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



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| 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. PORTO07 | 041 | Business and administration (broad programmes) | 1st | 2/10 | |
| P PORTO07 | TR KOCAELI 02 | 041 | Business and administration (broad programmes) | 1st | 2/10 | |

[*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/total number of average days | Staff Mobility for Training/total number of average days |
| TR KOCAELI 02 | P PORTO07 | 041 | Business and administration (broad programmes) | 2/10 | 2/10 |
| P PORTO07 | 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:



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| 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 | | B2 | C1 |
| P PORT007 | | Portuguese | English (tutorial) | 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

[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] [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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 PORT007 | End of June | End of November |

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

2. :

TR KOCAELI 02: Will send its decision within 2 weeks

NL S-GRAVE13: 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]

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.



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F. Information

TR KOCAELI 02

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|--|---|
| WWW for Incomin g Student s | http://int.kocaeli.edu.tr/int/studentexchange.php |
| WWW Course Catalog ue | http://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AkademikBirimler.cfm?Dilid=58958A6C345811F13E63D4E048D96B42&DipTurid=58958A6C345811F13E63D4E048D96B42 |
| Housing 3 | http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1 |
| Contact details | http://int.kocaeli.edu.tr/int/contact.php |
| WWW Visa Informa tion ⁴ | http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence |
| Contact details | http://int.kocaeli.edu.tr/int/contact.php |
| WWW Insuran ce Informa tion ⁵ | http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1 |
| Contact details | http://int.kocaeli.edu.tr/int/contact.php |
| ECTS Users' Guide ⁶ | http://ogr.kocaeli.edu.tr/KOUBS/akts/kurum.cfm?Dilid=1&selection=5D4A62A767503FF917F18D24CD684CBE |
| WWW Student Contact details | http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1 http://int.kocaeli.edu.tr/int/contact.php |

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.



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| P PORTO07 | |
|--|---|
| WWW for Incoming Students | http://www.upt.pt/page.php?p=139 |
| WWW Course Catalogue | http://www.upt.pt/page.php?p=49 |
| Housing ⁷ | http://www.upt.pt/page.php?p=141 |
| Contact details | ri@upt.pt |
| WWW Visa Information ⁸ | http://www.sef.pt/portal/V10/EN/asp/apolocliente/detalheApoio.aspx?fromIndex=0&id_Linha=4351 |
| Contact details | ri@upt.pt |
| WWW Insurance Information ⁹ | http://www.upt.pt/page.php?p=141 |
| Contact details | ri@upt.pt |
| WWW Students Contact details | http://siupt.uportu.pt/content/files/gri/UPT_Student_Guide_Erasmus8.pdf |
| | ri@upt.pt |

Grading system of Universidade Portucalense

| ECTS grades | Term used in English | UIB grading interval/grade | Local grade |
|-------------|----------------------|----------------------------|-------------|
| A | Excellent | 18-20 | Excelente |
| B | Very good | 16 and 17 | Muito Bom |
| C | Good | 14 and 15 | Bom |
| D | Satisfactory | 10-13 | Suficiente |
| F/FX | Fail | 0-9 | Reprovado |

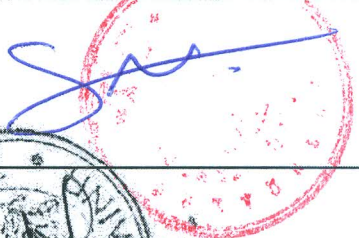

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⁹ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|---|--------------------|---|
| TR KOCAELI 02 | Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator | 20 JAN 2014 |  |
| P PORTO07 | Prof. Paula Morais Erasmus Institutional coordinator/Vice-rector | 2014/ 05/ 06 |  |