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[1] (email, phone)	Website (eg. of the course catalogue)
Group T International University College Leuven	B LEUVEN04	jan.deglinne@groept.be (International Coordinator Group T) +32-16-301187	www.group-t.com
Erasmus Coordinator		anja.samyn@groept.be	
Kocaeli University Prof.Dr. Serdal Pamuk Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Ph.: +902623031332 Fax: +902623031044 spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assoc. Prof. Dr. Banu İnan Departmental Coordinator		Kocaeli Üniversitesi Umuttepe Yerleşkesi Eğitim Fakültesi 41380 Kocaeli/Türkiye Ph.: +902623032487 Fax: +902623032403 banu.inan@kocaeli.edu.tr	http://yde.kocaeli.edu.tr/eng/index.html

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

B. Mobility numbers[2] 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
B LEUVEN04	TR KOCAELI02	011	Education	1st	2x5 months	
TR KOCAELI02	B LEUVEN04	011	Education	1st	2x5 months	

[*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 days of teaching periods or average duration*]	Staff Mobility for Training *
B LEUVEN04	TR KOCAELI02	011	Education	1x5 hours	
TR KOCAELI02	B LEUVEN04	011	Education	1x5 hours	

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[2] 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)

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[3]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B LEUVEN04	011	Dutch	English	B1	B2
TR KOCAELI02	011	English		B1	

For more details on the language of instruction recommendations, see the application package of each institution and follow the links in part A.

D. Additional requirements

All Belgian institutions will consider applications from students with disabilities. Please contact the respective international offices to check the availability of specific support or infrastructure.
Group T International University College Leuven *expects all students to register for and attend the Introduction Week in Leuven, prior to the start of the exchange period.*

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B LEUVEN04	1 June (Group T)	15 November
TR KOCAELI02	JULY	DECEMBER

2. The receiving institution will send its decision within **4 (four) weeks after the student has completed and sent in all required paperwork related to the mobility application.**

3. A Transcript of Records will be issued by the receiving institution no later than 3 (three) weeks (Group T) after the assessment period has finished at the receiving HEI.

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[3] 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

4. Termination of the agreement

The unilateral termination of this agreement before the end date mentioned below must be sent in writing to the partner institution before 15 November or 15 June and will be in effect as of 1 February or 1 September respectively, being the semester following this writing.

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

The grading system of the Belgian institutions can be received upon request by the international coordinator or found in the relevant ECTS packages.

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

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
B LEUVEN04	anja.samyn@groept.be	http://www.groept.be/www/voortgezette_opl eidingen/piec/enrollment/application-procedure/
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:

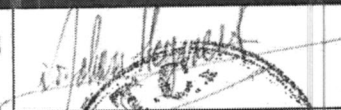| Institution [Erasmus code]	Contact details (email, phone)	Website for information
B LEUVEN04	Jean.Deckers@groept.be	http://www.groept.be/www/voortgezette_opleidingen/piec/enrollment/application-procedure/
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7

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
B LEUVEN04	Anja.samyn@groept.be	http://www.groept.be/www/students_life/services-association/housing/
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&selection=71D228435D62B17CE843DA165C5E249A

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[4]
B LEUVEN04	Mr. Stijn Dhert, Dean	18/12/13	
TR KOCAELI02	Prof. Dr. Serdal Pamuk, Erasmus Institutional Coordinator	17 DEC 2013	

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[4] Scanned signatures are accepted