



Erasmus+ Programme

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

Inter-institutional agreement 2017-20212 between programme countries

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details4 (email, phone)	Website (eg. of the course catalogue)
UC Leuven-Limburg (Leuven campus)	B LEUVEN18	Central international office international@ucll.be Tel: +32 16 375 743 FACULTY OF TEACHER EDUCATION Campus Hertogstraat Hertogstraat 178, 3001 Heverlee Faculty International coordinator Mrs. Karine Hindrix Tel: + 32 16 375 660 karine.hindrix@ucll.be Faculty International contact Mrs. Anja Samyn (Exchange coordinator) anja.samyn@ucll.be	www.ucll.be/international
Kocaeli University Assoc. Prof. Dr. Banu İnan KARAGÜL Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623033862 E-mail: banu.inan@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assoc. Prof. Dr. Sibel KAYA		Kocaeli Üniversitesi Umuttepe Yerleşkesi Eğitim Fakültesi 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623032454 sibel.kaya@kocaeli.edu.tr	http://egt.kocaeli.edu.tr/

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.7

1 Inter-institutional agreements can be signed by two or more higher education Institutions

2 Higher Education Institutions have to agree on the period of validity of this agreement

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

B. Mobility numbers⁵ 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] 6	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR KOCAELI02	B LEUVEN18	011	Education, Teacher Training	1st	2 X 5 months	
B LEUVEN18	TR KOCAELI02	011	Education, Teacher Training	1st	2 X 5 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 *
TR KOCAELI02	B LEUVEN18	011	Education, Teacher Training	2 staff, 1 week, minimum 8 teaching hours	
B LEUVEN18	TR KOCAELI02	011	Education, Teacher Training	2 staff, 1 week, minimum 8 teaching 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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies (optional)* Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
TR KOCAELI02		English	Turkish	B1	B2
B LEUVEN18		Dutch	English	B1	B2

⁸ 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

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.

UC 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]
TR KOCAELI02	JULY	DECEMBER
B LEUVEN18	15 June	15 November

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. 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

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>

B LEUVEN18: <https://www.ucll.be/international/exchange-programmes/exchange-programmes-grading-tables>

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
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TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
B LEUVEN18	sylvia.collaer@ucll.be	https://www.ucll.be/international

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:

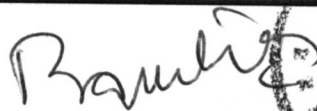

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
B LEUVEN18	odette.vanhorenbeek@ucll.be	https://www.ucll.be/international

4. Housing

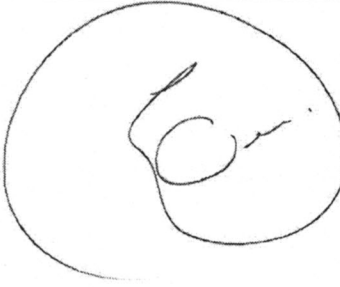

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: inerasmus@kocaeli.edu.tr	Hotels : http://int.kocaeli.edu.tr/int/?Hotels=Yes Dorms : http://int.kocaeli.edu.tr/int/?Dorms=Yes Share an Apartment : http://int.kocaeli.edu.tr/int/?Accommodation=Yes
B LEUVEN18	sylvia.collaer@ucll.be	https://www.ucll.be/international

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁹
TR KOCAELI02	Assoc. Prof. Dr. Banu İnan KARAGÜL Erasmus Institutional Coordinator	12/01/2018	
B LEUVEN18	Mr. Marc Vandewalle Vice-chancellor	18-01-2018	

⁹ Scanned signatures are accepted

			 
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