Erasmus+ Programme

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

Inter-institutional[1] 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)
Universität Duisburg – Essen	D ESSEN04	International Office **Institutional Coordinator** Ms Petra Günther **Administrative Contact**: Ira.terwyen@uni-due.de +49 201 1832032 Departmental Coordinator Berin Uyar berinuyar@yahoo.de	http://www.lsf.uni-due.de
Kocaeli Üniversitesi	TR KOCAELI02	Serdal Pamuk Kocaeli Üniversitesi International Relations Unit Izmit/KOCAELI Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@ kocaeli.edu.tr Banu Inan Coordinator of Education Faculty Tel: +902623032487 Fax: +902623032403 E-mail: banu_inan@yahoo.com	http://int.kocaeli.edu.tr/int/

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

B. Mobility numbers[4] 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 [n° of student(s) x months (total n° of months)*]	Student Mobility for Traineeships * TBD= To be determined
D ESSEN04	TR KOCAELI02	023	Languages	1st, 2nd	2 X 6 (12)	___
TR KOCAELI02	D ESSEN04	023	Languages	1st, 2nd	2 X 6 (12)	___

[*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 [n° of week(s) x n° of hours each week *] TBD= To be determined	Staff Mobility for Training * TBD= To be determined
D ESSEN04	TR KOCAELI02	023	Languages	1 week	___
TR KOCAELI02	D ESSEN04	023	Languages	1 week	___

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[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)*

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	Language of instruction 3	Recommended language of instruction level[5]	
					Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D ESSEN04		German	English		Good command in German/ English B1 at least	B2/C1
TR KOCAELI02		Turkish	English		Good command of Turkish/ English minimum B2	English minimum 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

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
D ESSEN04	Nomination May 1st Application June 1st	Nomination November 1st Application December 1st

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

2. The receiving institution will send its decision within 4 weeks.

   D ESSEN04 will send its decision within approx. 1 month after application deadline.

3. **D ESSEN04**: A Transcript of Records will be issued after the assessment period has finished. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

   [It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement.However, 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.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."]

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[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

F. Information

1. Grading systems of the institutions

Grading System in D ESSEN04

ECTS

Description of the institutional grading system:
1,0 = sehr gut/ very good, excellent; (A)
1,3 = sehr gut/ very good, excellent (-); (A-)
1,7 = gut/ good (+); (B+)
2,0 = gut/ good; (B)
2,3 = gut/ good (-); (B-)
2,7 = befriedigend/ satisfactory (+); (C+)
3,0 = befriedigend/ satisfactory; (C)
3,3 = befriedigend/ satisfactory (-) (D+)
3,7 = ausreichend/ sufficient, low pass (+); (D)
4,0 = ausreichend/ sufficient, low pass (E)
4,3 - 6,0 = nicht bestanden/ unsatisfactory, failed

Grading System in TR KOCAELI02:

3.2. Visa

Our institution will provide assistance, when required, i

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
D ESSEN04	Ira.terwyen@uni-due.de	http://www.uni-due.de/welcome-services/en/nde_registration.php (For EU-Citizens) http://www.uni-due.de/welcome-services/en/nde_fro.php (For non EU-Citizens)
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
D ESSEN04	Ira.terwyen@uni-due.de	http://www.uni-due.de/welcome-services/en/pi_doctor.php
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
D ESSEN04	buetau@stw.essen-duisburg.de Campus Duisburg Albrecht@stw.essen-duisburg.de Campus Essen	http://studentenwerk.essen-duisburg.de/wohnen/
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[6]
D ESSEN04	Ms Petra Günther Institutional Coordinator	14.02.2014	
TR KOCAELI02	Prof. Dr. Serdal Pamuk (on behalf of) Erasmus Institutional Coordinator CEYDA POLATEL	14/02/2014	

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[6]Scanned signatures are accepted