



## Erasmus+ Programme

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

### Inter-institutional agreement 2014/15-2020/21 between programme countries

#### [Minimum requirements]

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 Potsdam	D POTSDAM 01	<b>Institutional Coordinator:</b> Marita Böhning (M.Sc.)-International Relations Office Am Neuen Palais 10 - 14469 Potsdam	<a href="http://www.uni-potsdam.de/en/studium/beratung/aaa.html">http://www.uni-potsdam.de/en/studium/beratung/aaa.html</a>
		<b>Department Coordinator (Physics)</b> Frau Prof. Dr. Santer Universität Potsdam, Campus Golm, Institut für Physik und Astronomie Email: <a href="mailto:santer@uni-potsdam.de">santer@uni-potsdam.de</a>	<a href="http://www.exph.physik.uni-potsdam.de/erasmus.html">http://www.exph.physik.uni-potsdam.de/erasmus.html</a>
Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE  Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Assoc. Prof. Recep Taygun GÜRAY, Departmental Coordinator (Dept. of Physics)		Kocaeli Üniversitesi, Fen Edebiyat Fakültesi, Umuttepe 41380, Kocaeli, TURKEY Phone: +90 262 303 2069 Fax: +90 262 303 2003 E-mail: <a href="mailto:tguray@kou.edu.tr">tguray@kou.edu.tr</a>	<a href="http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&amp;Bolumid=0101&amp;DipTur=1">http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&amp;Bolumid=0101&amp;DipTur=1</a>

#### B. Mobility numbers<sup>1</sup> 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.]

<sup>1</sup> 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>)

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] 2	Number of student mobility periods	
					Total Number of Students	Student Mobility for Studies [total number of months of the study periods or average duration*]
TR KOCAELI02	D Potsdam 01	0533	Physics	2 <sup>nd</sup>	2	2 x 6 months
		0533	Physics	3 <sup>rd</sup>	2	2 x 12 months
D Potsdam 01	TR KOCAELI02	0533	Physics	2 <sup>nd</sup>	2	2 x 6 months
		0533	Physics	3 <sup>rd</sup>	2	2 x 12 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 requires an extra agreement if needed)	
TR KOCAELI02	D Potsdam 01	0533	Physics	2 weeks	
D Potsdam 01	TR KOCAELI02	0533	Physics	2 weeks	

### 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 <sup>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		English		B1	B2
D Potsdam 01		English		B1	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

#### Additional Requirements at Kocaeli University

It's compulsory for all incoming students to attend the orientation meeting held by International Relations Unit, Kocaeli University.

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

<sup>2</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD

<sup>3</sup> 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>



## 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
D Potsdam 01	Nomination via Moveonnet: June, 15th  Application: July 15th	Nomination via Moveonnet: December, 15th  Application: January 15th

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

2. The receiving institution will send its decision within 8 weeks.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
D Potsdam 01	October-Februar	April-July

4. 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.
5. Termination of the agreement: Each party reserves the right to extend, amend or terminate the inter-institutional agreement on the basis of reciprocity. In the event of unilateral termination of the agreement, either party should inform the other party in writing about its decision to discontinue the exchanges with a notice of at least one academic year, provided that such termination shall not affect the students nominated prior to the date of notification. 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

#### *Grading system of Kocaeli University*

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>

The Information for the University of Potsdam: <http://www.uni-potsdam.de/studium/ausland/studium/erasmus/ects.html>

### 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
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
D Potsdam 01	Email: <a href="mailto:incoming-exchange@uni-potsdam.de">incoming-exchange@uni-potsdam.de</a>	<a href="http://www.uni-potsdam.de/studiumdata-storage/zielgruppenbereich/international/einreisebestimmungen.html">http://www.uni-potsdam.de/studiumdata-storage/zielgruppenbereich/international/einreisebestimmungen.html</a>

### 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 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
D Potsdam 01	Email: <a href="mailto:incoming-exchange@uni-potsdam.de">incoming-exchange@uni-potsdam.de</a>	<a href="http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/health-insurance.html">http://www.uni-potsdam.de/en/studium/data-storage/zielgruppenbereich/international-students/health-insurance.html</a>


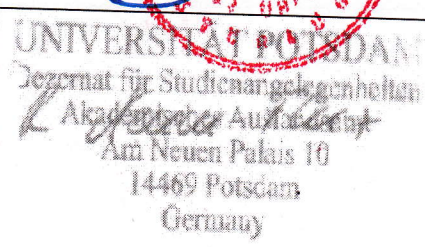
### 4. Housing

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 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
D Potsdam 01	Email: <a href="mailto:incoming-exchange@uni-potsdam.de">incoming-exchange@uni-potsdam.de</a>	<a href="http://uni-potsdam.de/studium/potsdam/wohnen.html">http://uni-potsdam.de/studium/potsdam/wohnen.html</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	03 FEB 2014	
D Potsdam 01	Mrs. Marita Böhning, M.Sc Institutional coordinator	30.01.2014	 UNIVERSITÄT POTSDAM Dezernat für Studienangelegenheiten Akademischer Austausch Am Neuen Palais 10 14469 Potsdam Germany

<sup>4</sup> Scanned signatures are accepted