



Erasmus+ Programme

Inter-institutional agreement

2018/19 – 2020/21

Higher Education Student and Staff Mobility

– Mobility for learners and staff –

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	Erasmus code	Contact details (Name, E-mail, Phone)
University of Potsdam International Office Am Neuen Palais 10 14469 Potsdam – Germany Fax: +49 331 977 – 1798 www.uni-potsdam.de	D POTSDAM 01	Erasmus+ Institutional Coordinator: Ms. Pia Kettmann – Tel.: +49 331 977 4055 pia.kettmann@uni-potsdam.de Erasmus+ Departmental Coordinator: Prof. Dr. Torsten Dahm Institut für Erd- und Umweltwissenschaften E-Mail: torsten.dahm@gfz-potsdam.de Tel.: +49 331 288 1200
Kocaeli University International Relations Unit Umuttepe Campus, 41380 Kocaeli/Turkey www.kocaeli.edu.tr	TR KOCAELI 02	Erasmus+ Institutional Coordinator: Assoc.Prof Dr. Doğan Yüksel Tel: +90 262 3033861 E-Mail: international@kocaeli.edu.tr Erasmus+ Departmental Coordinator: Assoc.Prof Dr. Ergin Ulutaş Engineering Faculty, Department of Geophysical Engineering, Tel: +90 262 3033116 E- mail: ergin@kocaeli.edu.tr

B. Mobility numbers per academic year

1. Student Mobility

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students / months (SMS)
D POTSDAM 01	TR KOCAELI 02	0532	Earth Sciences	2 nd , 3 rd	2 / 5 months each (= 10 months in total)
TR KOCAELI 02	D POTSDAM 01	0532	Earth Sciences	2 nd , 3 rd	2 / 5 months each (= 10 months in total)

2. Staff Mobility

FROM	TO	Subject area ISCED	Subject area name ISCED	Total number of staff mobility / Total number of days (6 teaching hours per person and week)	
				STA	STT
D POTSDAM 01	TR KOCAELI 02	0532	Earth Sciences	1 / 5 days	Indication of interest required beforehand.
TR KOCAELI 02	D POTSDAM 01	0532	Earth Sciences	1 / 5 days	

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	Optional Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
D POTSDAM 01		German		B1	-
TR KOCAELI 02		Turkish	English	B1	B2

D. Additional requirements

For more detailed information please contact the corresponding Erasmus+ Departmental Coordinator.

E. Calendar

1. Application deadlines:

Receiving Institution	Deadline for E-Nomination via moveonnet		Deadline for Student application	
	Winter term [month]	Summer term [month]	Winter term [month]	Summer term [month]
D POTSDAM 01	June 15 th	December 15 th	July 15 th	January 15 th
TR KOCAELI 02			July	December

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- 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.
- Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

	D POTSDAM 01	TR KOCAELI 02
WWW for Incoming Students	http://www.uni-potsdam.de/international/incoming/uebersicht.html	http://int.kocaeli.edu.tr
WWW Course Catalogue	https://www.uni-potsdam.de/studium/konkret/vorlesungsverzeichnisse.html	http://ects.kocaeli.edu.tr/index.cfm?Dilid=1
Housing	http://www.uni-potsdam.de/studium/konkret/wohnen-finanzen/wohnen.html	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
Contact details	incoming-mobility@uni-potsdam.de	international@kocaeli.edu.tr
WWW Visa Information	http://www.uni-potsdam.de/international/incoming/students/exchange/vorbereitung.html#c237104	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
Contact details	incoming-mobility@uni-potsdam.de	international@kocaeli.edu.tr
WWW Insurance Information	http://www.uni-potsdam.de/international/incoming/students/exchange/vorbereitung/krankenversicherung.html	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
Contact details	incoming-mobility@uni-potsdam.de	international@kocaeli.edu.tr
ECTS Users' Guide	http://www.uni-potsdam.de/international/incoming/students/exchange/studium.html	http://ects.kocaeli.edu.tr/index.cfm?Dilid=1
WWW Students and Staff with Disabilities	http://www.uni-potsdam.de/studium/beratung/behinderung.html	-
Contact details	incoming-mobility@uni-potsdam.de behinderung-studium@uni-potsdam.de	international@kocaeli.edu.tr

G. Signatures of the Institutions (legal representatives)

Institution	Name function	Date	Signature / Stamp
D POTSDAM 01	Ms. Pia Kettmann Erasmus+ Institutional Coordinator	04.10.2017	 Universität Potsdam Dozentat für Studienangelegenheiten International Office 10 Potsdam
TR KOCAELI 02	Assoc.Prof.Dr. Doğan Yüksel Erasmus+ Institutional Coordinator	03.10.2017	 