Erasmus+ Programme

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

Inter-institutional[1] agreement 2016-20[21][2]
between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (eg. of the course catalogue)
University College UCC, DK Erasmus Administration Humletorvet 3 DK-1799 Copenhagen V, Denmark	**DK KOBENHA56**	Erasmus Administration Humletorvet 3 DK-1799 Copenhagen V, Denmark	General information: https://ucc.dk/international
Institutional Erasmus coordinator: Laura Vøgg erasmus@ucc.dk		**Academic (Departmental) coordinator:** **Teacher Education, UCC** Sabine Lam skl@ucc.dk Phone: +45 41897558	Teacher Education: https://ucc.dk/international/study-ucc/what-can-i-study/study-teacher-education
Kocaeli University Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	**TR KOCAELI02**	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: dogan.yuksel@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assoc.Prof.Dr. Sibel Kaya *Department Coordinator*		*Kocaeli Üniversitesi Eğitim Fakültesi İlköğretim Bölümü Z-13 41380 İzmit/Kocaeli/TÜRKİYE* Email: sibelkaya@gmail.com	*http://egt.kocaeli.edu.tr/*

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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] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

B. Mobility numbers[5] 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][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	DK KOBENHA56	011	Education	1st	2x5 (10 months)	-
DK KOBENHA56	**TR KOCAELI02**	011	Education	1st	2x5 (10 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	DK KOBENHA56	011	Education	2 (min 2 days-8 hrs)	2 (min 2 days)
DK KOBENHA56	**TR KOCAELI02**	011	Education	2 (min 2 days-8 hrs)	2 (min 2 days)

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[5] 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)

[6] 1st: undergraduate , 2nd: master or 3rd: PhD

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 instruc-tion 2	Recommended language of instruction level[7]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		Turkish	English	B1	B2
DK KOBENHA56		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].

DK KOBENHA56:

University College does not offer language courses for credits yet. The college has a language policy for incoming students (Institution language support for incoming students and staff)
https://ucc.dk/international/study-ucc/language-requirements

D. Additional requirements

DK KOBENHA56:

- Exchange students are only accepted on the basis of a nomination by the home institution.
  The University College welcomes students and staff with disabilities but requests students and/or staff to advise the International Office of any disabilities and/or specific learning difficulties before students/staff can be accepted to ensure required support can be provided.
- The student is obliged to participate in the introduction programme like days of welcoming, tutor and buddy programmes.
- For student participating in practical placement please bring a criminal record.

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
DK KOBENHA56	Nomination deadline for incoming students: 1st April Deadline for application 1st May	Nomination deadline for incoming students: 1st October Deadline for application 1st 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

   The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments to staff or students will be fulfilled. The agreement can be cancelled, activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 1.

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[7] 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

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

1. Grading systems of the institutions

DK KOBENHA56:

UCC has fully implemented the ECTS-system in accordance with Danish Law, and supports the system by specifying the relationship between ECTS-points and learning outcomes for each course. One ECTS point equals 27 work hours. All University Colleges (UC) in Denmark have implemented assessment principles on how to grant credits to learning activities abroad, content and extent, equivalence, passed examination and/or qualifying education. All UCs have agreed on specifying the level of education and the qualifying education. Learning agreements including ECTS-points are mandatory and must be signed one month before the exchange takes place. UCC's Erasmus Coordinator signs the agreement and the International Coordinator (IC) signs as departmental coordinator. For traineeships, a training agreement including ECTS-points is mandatory and must be signed one month before the stay. The IC and the host institution sign the agreement.

Full Academic year   :   60ECTS
One Semester   :   30ECTS

Danish mark	Explanation of the mark	Equivalent ECTS mark
12	For an excellent performance	A
10	For a very good performance	B
7	For a good performance	C
4	For a fair performance	D
02	For an adequate performance	E
00	For an inadequate performance	Fx
-3	For an unacceptable performance	F

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: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
DK KOBENHA56	Teacher Education Department: Sabine Lam skl@ucc.dk +45 4189 755	https://ucc.dk/international/study-ucc/visa-and-residence-permit

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: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
DK KOBENHA56	Teacher Education Department: Sabine Lam skl@ucc.dk +45 4189 755	https://ucc.dk/international/study-ucc/insurance

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: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
DK KOBENHA56	UCC Accommodation Team accommodation@ucc.dk	https://ucc.dk/international/study-ucc/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[8]
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	08/11/2016	
DK KOBENHA56	Laust Joen Jakobsen Rector. University College, UCC	09/11/2016	

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[8] Scanned signatures are accepted

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