



# Erasmus+ Programme

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

### Inter-institutional agreement 2014-20[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)
Universidad de Cádiz  Oficina de Relaciones Internacionales  Paseo Carlos III, 3  E-11003 Cádiz  Spain	E CADIZ01	Regina Stork  Bilateral Agreements  Tel: +34 956 015 761  e-mail: <a href="mailto:regina.stork@uca.es">regina.stork@uca.es</a>	<a href="http://www.uca.es">http://www.uca.es</a>  <a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>

Kocaeli University/ Kocaeli Üniversitesi  Uluslararası İliskiler Birimi, Umuttepe Yerleskesi, 41380 İzmit/Kocaeli  TURQUIA	TR KOCAELI02	Serdal Pamuk  902623031332  spamuk@ocaeli.edu.fr	http://www.kocaeli.edu.tr/int/
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#### B. Mobility numbers 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration*]	COORDINATOR Contact details
E CADIZ01	TR KOCAELI02	1	Education, Teacher Training	1G	2 x 9 (sum=18)	MENACHO JIMENEZ, INMACULADA inmaculada.menacho@uca.es
TR KOCAELI02	E CADIZ01	1	Education, Teacher Training	1G	2 x 9 (sum=18)	

*[\*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	TO [Erasmus code of the	Subject area code *	Subject area name *	Number of staff mobility periods
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sending institution]	receiving institution]	[ISCED]		Staff Mobility for Teaching	Staff Mobility for Training *	[total number of days of teaching periods or average duration *]
E CADIZ01	TR KOCAELI02	1	Education, Teacher Training			
TR KOCAELI02	E CADIZ01	1	Education, Teacher Training			

### 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	Student Mobility for Studies	Staff Mobility for Teaching
					Minimum recommended level: B1	Minimum recommended level: B2
E CADIZ01	All areas	ES		B1		
TR KOCAELI02	All areas	TR	EN (if English subjects are offered)	B1		

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

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

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

## **E. Calendar**

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E CADIZ01	May, 31	October, 31
TR KOCAELI02		

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. *[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."]*

## **F. Information**

### **1. Grading systems of the institutions**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

### **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
E CADIZ01	David Sanchez Cabrera <a href="mailto:David.cabrera@uca.es">David.cabrera@uca.es</a>	<a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>
TR KOCAELI02		

### **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
E CADIZ01	David Sanchez Cabrera <a href="mailto:David.cabrera@uca.es">David.cabrera@uca.es</a>	<a href="http://www.uca.es/ori/erasmus/erasmus-in-coming">http://www.uca.es/ori/erasmus/erasmus-in-coming</a>
TR KOCAELI02		


### **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
E CADIZ01	<a href="mailto:alojamiento@uca.es">alojamiento@uca.es</a> +34 956 015 619	<a href="http://www.uca.es/atencionalumnado/alojamiento">http://www.uca.es/atencionalumnado/alojamiento</a>
TR KOCAELI02		

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

Institution [Erasmus code]	Name, function	Date	Signature
E CADIZ01	D. Juan Carlos García Galindo	2013-11-25	
TR KOCAELI02	Prof. Dr. Serdal PAMUK International Relations Unit Coordinator	25/12/2013	