



Erasmus+ Programme

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

Inter-institutional agreement 2016/2017 - 2020/2021 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 (email, phone)	Website (eg. of the course catalogue)
KOCAELI UNIVERSITY COMMUNICATION FACULTY	TR KOCAELI02	Prof.Dr. Ahmet Küçük, Vice Rector Erasmus Institutional Coordinator Assoc. Prof. Dr. Doğan Yüksel dogan.yuksel@kocaeli.edu.tr Phone: +90 (262) 303 13 32.	http://int.kocaeli.edu.tr/int/
		Prof. Dr. İdil Sayımer, Erasmus Coordinator of Department in Public Relations and Publicity Phone: +90 262 303 18 16 isayimer@kocaeli.edu.tr	http://if.kocaeli.edu.tr/?p=departments&sub=2
		Prof. Dr. Füsün Alver, Erasmus Coordinator of Department in Journalism Phone: +90 262 303 18 33 falver@kocaeli.edu.tr Prof.Dr. Nigar Posteki, Erasmus Coordinator of Department in Radio, Cinema and Television Phone: +90 262 303 1861 E-mail: nposteki@kocaeli.edu.tr	http://if.kocaeli.edu.tr/?p=departments&sub=1 http://if.kocaeli.edu.tr/?p=departments&sub=3

<p>UNIVERSIDAD COMPLUTENSE DE MADRID / FACULTAD DE CIENCIAS DE LA INFORMACIÓN</p>	<p>E MADRID03</p>	<p>Profa. Dra. Isabel Durán Giménez-Rico Vicerrectora de Relaciones Internacionales y Cooperación, Institutional Coordinator</p> <p>Dña. Juana Amoros European Programmes (Head) Phone: +34 91 394 6938 Fax: +34 91 394 6924</p> <p>Oficina Erasmus Universidad Complutense de Madrid Pabellón de Gobierno Isaac Peral s/n 28040 Madrid España relint@rect.ucm.es</p> <p>Bilateral Agreements: Dra. Nieves Sánchez rrinter@pas.ucm.es</p> <p>Profa. Dra. Elena Real Rodríguez, Vice Dean Academic Planning, International and Institutional Relations. LLP-Erasmus Coordination Information and Communication Sciences Faculty (Facultad de Ciencias de la Información)</p> <p>Phone: +34 91 394 2104 / 03 / 01 Fax:+34 91 394 21 02 ereal@ccinf.ucm.es</p> <p>Contact Person</p> <p>Oficina Erasmus Facultad de Ciencias de la Información Avda. Complutense s/nº. Ciudad Universitaria. 28040-Madrid (España) Phone: +34 91 394 2125 / 2070 Fax:+34 91 394 20 07 erasmus@ccinf.ucm.es; erasmusccinf3@ccinf.ucm.es</p>	<p>Website: www.ucm.es Course Catalog: http://www.ucm.es/alumnos-students Academic Calendar: http://www.ucm.es//calendarios http://ccinformacion.ucm.es/</p>
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B. Mobility numbers per 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR KOCAELI 02	E MADRID03	032	Communication and Information Science (Department in Public Relations and Publicity)	5 days (1 X 1 week) [Min. 8 hours]	-
		032	Communication and Information Science (Department in Journalism)	5 days (1 X 1 week) [Min. 8 hours]	
		032	Communication and Information Science (Department in Radio, Television and Cinema)	5 days (1 X 1 week) [Min. 8 hours]	
E MADRID03	TR KOCAELI 02	032	Communication and Information Science (Facultad de Ciencias de la Información)	5 days (3 X 1 week) [Min. 8 hours]	-

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* [Minimum recommended level: B1]	Staff Mobility for Teaching/Training [Minimum recommended level: B2]
TR KOCAELI02	032	English		-	B2 English
E MADRID03	032	Spanish		-	B2 Spanish or English

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*	Spring term*
TR KOCAELI02	http://odb.kocaeli.edu.tr/akademik2015.html	http://odb.kocaeli.edu.tr/akademik2015.html
E MADRID03	https://www.ucm.es/plazos-deadlines-erasmus	https://www.ucm.es/plazos-deadlines-erasmus

2. The receiving institution will send its decision within 6 weeks of receiving applications (and any supporting documentation requested).
3. 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.
4. Termination of the agreement / modification. 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. Modification of the agreement is possible each year after consultation and agreement between the two sides. Any modification will be effective as of the next academic year. 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

TR KOCAELI02:

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>

E MADRID03:

<http://www.ucm.es/sistema-de-evaluacion>

E MADRID03	Spanis Mark	ECTS Mark
	10 9-9.9 7-8.9 5-6.9 0-4.9	A B C D F+FX

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 1324 intoffice@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
E MADRID03	rrinter@ucm.es	Nationals of non-EU/EEA countries (so-called "third country nationals") need an entry visa or residence permit for entry into and residence in Spain. The type of permit depends on the length and purpose of the stay. For details please visit: https://www.ucm.es/entrada-y-residencia-en-espana-como-estudiante

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 Tel: +90(262) 303 1324 intoffice@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selecion=40D7F1CD0DDFBAD88607F7D8DB44EDE7
E MADRID 03	rrinter@ucm.es	Health insurance is obliged. EU-inhabitants: European Health Insurance Card (= blue card) Non-EU: a copy of your application for health insurance in Spain

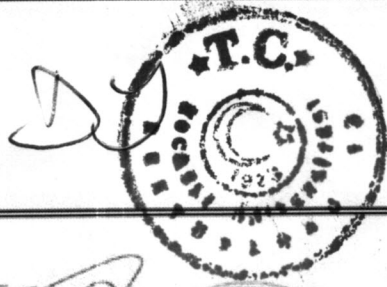
4. Housing

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 1324 E-mail: intoffice@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogr_enci.cfm?Dilid=1&seleccion=71D228435D62B17CE843DA165C5E249A http://int.kocaeli.edu.tr/int/studentexchange.php?Accommodation=Info
E MADRID 03	alojamientoenlaucm@ucm.es Phone:+34 91 394 1897 / 2061	https://www.ucm.es/oficina-de-alojamiento-en-la-ucm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel, Erasmus Institutional Coordinator	30/03/2015	
E MADRID03	Dra. Elena Real Rodríguez Vicedecana de Planificación, Relaciones Internacionales e Institucionales LLP Erasmus Coordinator Facultad Ciencias de la Información	21/09/2015	