



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITE PARIS 13	F PARIS013	Mr. Philippe Olivier, Professeur, chargé de mission zone Europe, coordinateur institutionnel Erasmus Phone: + 33 1 49 40 37 68 E-mail : dir-bri@univ-paris13.fr	www.univ-paris13.fr
UNIVERSITE PARIS 13		Mr José Rodriguez Morales, Responsable administratif du SREI, Head of the international office Phone: + 33 1 49 40 44 45 Fax: + 33 1 49 40 39 22 E-mail : international@univ-paris13.fr	
		Departmental Coordinator : Mehrdad NIKRAVECH E-mail : nikravech@lspm.cnrs.fr	
Kocaeli Üniversitesi 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: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assist. Prof. Dr. Yonca Duman		Kocaeli Üniversitesi Fen Edebiyat Fakültesi Kimya Bölümü Tel: +90262 3032019 E-mail:yavci@kocaeli.edu.tr	http://fef.kocaeli.edu.tr/index.php/index2?id=16

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.

A. Information about higher education institutions

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	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	F PARIS013	441	Physique	1 st , 2 nd , 3 rd	5	1
		441	Physique	1 st , 2 nd , 3 rd	5	1
F PARIS013	TR KOCAELI02	442	Chimie	1 st , 2 nd , 3 rd	5	1
		442	Chimie	1 st , 2 nd , 3 rd	5	1

[*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	F PARIS013	441	Physique	2 days minimum, 8 hours teaching minimum	3
		441	Physique	2 days minimum, 8 hours teaching minimum	3
F PARIS013	TR KOCAELI02	442	Chimie	2 days minimum, 8 hours teaching minimum	3
		442	Chimie	2 days minimum, 8 hours teaching minimum	3

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:

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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02				B1	B1
F PARIS013		French		B1 French	

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.]

University Paris 13:

Orientation week is compulsory for incoming students (FLE)

<http://www.univ-paris13.fr/Espace-langues/ue-francais-langue-etrangere.html>

University Paris13 has the infrastructure to welcome students and staff with disabilities <http://www.univ-paris13.fr/Services-a-l-etudiant/accueil-etudiants-handicapes.html>

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
F PARIS013	May 15 th	30 th 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

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

1. F PARIS013

2. University Paris 13 sends an acceptance letter after nomination by partners, and acceptance by departmental coordinator at University Paris 13 (between 4 to 8 weeks).
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished.

⁶ 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>

Application procedure:
<http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html>

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>

F PARIS013:

Local Grade	Grade	Predicate
17 - 20	A	Excellent
15 - 16	B	Very Good
13 - 14	C	Good
11 - 12	D	Satisfactory
10	E	Sufficient
≤ 10	F	Fail

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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
F PARIS013	Mr Bertrand Sébastien, scolarite@univ-paris13.fr +33 1 49 40 39 72 Mr José Rodriguez Morales, Incoming@univ-paris13.fr +33 1 49 40 28 48	http://www.univ-paris13.fr/vie-etudiante.html http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html (see « guide de l'étudiant en programme d'échange »)

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
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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
F PARIS013	Mr José Rodriguez Morales, Incoming@univ-paris13.fr +33 1 49 40 28 48	http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html (see « guide de l'étudiant en programme d'échange »)



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
F PARIS013	M José Rodriguez Morales Incoming@univ-paris13.fr +33 1 49 40 28 48	http://www.univ-paris13.fr/International/venir-etudier-a-paris-13.html http://www.univ-paris13.fr/International/etudiants-en-programme-dechange.html (see « guide de l'étudiant en programme d'échange »)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR KOCAELI02	Prof. Dr. Serdal Pamuk (on behalf of) Erasmus Institutional Coordinator	14/02/2014	
F PARIS013	Philippe Olivier, Institutional Erasmus coordinator	23/01/2014	



⁷ Scanned signatures are accepted