



**Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2019/2020-2022/2023²
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* (email, phone)	Website (eg. of the course catalogue)
COLLEGE FOR INFORMATION TECHNOLOGIES, VSITE	HR ZAGREB16	Institutional coordinator: Darija Pešut, darija.pesut@vsite.hr Tel: +0038513764007 GSM: +385998010233 Fax: +38513764264 Klaićeva 7, HR-10000 Zagreb	www.vsite.hr http://www.vsite.hr/sites/default/files/Course%20Catalogue_1819.pdf
Kocaeli University Information System Engineering	TR KOCAELI02	Assoc. Prof. Dr. Banu Inan Karagül Erasmus Institutional Coordinator Uluslararası İlişkiler Birimi, Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30, 41380 Kocaeli Tel: +90262303343 e-mail: info@kocaeli.edu.tr Departmental Coordinator: Res. Assist. Sümeyya İlkin Kocaeli Üniversitesi, Umuttepe Merkez Yerleşkesi Teknoloji Fakültesi Bilişim Sistemleri Mühendisliği 41380 İzmit/KOCAELİ Tel: +90 262 303 22 49 e-mail: sumeyya.ilkin@kocaeli.edu.tr	http://int.kocaeli.edu.tr/ http://bilisim.kocaeli.edu.tr/ http://ects.kocaeli.edu.tr/index.cfm?Dilid=1

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	TO [Erasmus	Subject area	Subject area name ⁴	Study cycle	Number of student mobility periods
---------------	-------------	--------------	--------------------------------	-------------	------------------------------------

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.

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>

code of the sending institution]	code of the receiving institution]	code * [ISCED]		[short cycle, 1 st , 2 nd or 3 rd *]	Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
HR ZAGREB16	TR KOCAELI02	0688	Information and Communication Technologies	1st, 2nd	1stx1=5 months 2ndx1=5 months	--
TR KOCAELI02	HR ZAGREB16	0688	Information and Communication Technologies	1st, 2nd	1stx1=5 months 2ndx1=5 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 *
HR ZAGREB16	TR KOCAELI02	0688	Information and Communication Technologies	=5 (1 person * 5 days)	=5 (1 person * 5 days)
TR KOCAELI02	HR ZAGREB16	0688	Information and Communication Technologies	=5 (1 person * 5 days)	=5 (1 person * 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 [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]
HR ZAGREB16	TR KOCAELI02	Croatian	English (where indicated)	B2	B2

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>

TR KOCAELI02	Information and Communication Technologies	Turkish	English	TR: B1 ENG:B1	ENG : B2
--------------	--	---------	---------	---------------	----------

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

TR KOCAELI02 -http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=how-to-apply

HR ZAGREB16: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: darija.pesut@vsite.hr

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB16	15 July	15 November
TR KOCAELI02	15 July	15 December

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

2. The receiving institution will send its decision within 2 weeks after the deadline mentioned.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
This agreement is valid for the period mentioned in the heading. In case both parties agree to modify or terminate the agreement before it officially comes to an end, they are free to do so. 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. 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' guide⁷. 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.]

College for Information Technologies HR ZAGREB 16

http://www.vsite.hr/sites/default/files/Pravilnik_0_studiranja.pdf

The grading system is announced before the beginning of the academic year. All assessment procedures are based on ECTS credits.

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

GRADE	DEGREE	MARK	%
A	Excellent	5	87,5-100
B	Very Good	4	75-87
C	Good	3	62,5-74,5
D	Satisfactory	2	50-62
E	Satisfactory	2	50-62
FX	Fail	1	0-49

Kocaeli University:

ECTS Grade	Equivalent Grade in Letters	Equivalent Grade in Numbers	Equivalent Grade out of 100	Level
A	AA	4,00	90-100	Excellent
B	BA	3,50	85-89	Very Good
C	BB	3,00	80-84	Good
D	CB	2,50	75-79	Satisfactory
E	CC	2,00	65-74	Sufficient
FX*	DC	1,50	58-64	Conditional Pass
FX*	DD	1,00	50-57	Conditional Pass
F*	FD	0,50	40-49	Fail
F*	FF	0,00	39 and less	Fail

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
HR ZAGREB16	ums@vsite.hr	http://www.vsite.hr/?q=hr/node/602
TR KOCAELI02	International Relations Unit +90(262) 303 38 43 international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=student_visa

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
HR ZAGREB16	ums@vsite.hr	http://www.vsite.hr/?q=en/node/603
TR KOCAELI02	International Relations Unit +90(262) 303 38 43 international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=insurance


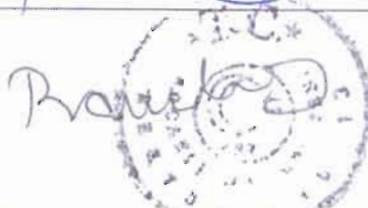
4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
HR ZAGREB16	ums@vsite.hr	http://www.vsite.hr/?q=en/node/601
TR KOCAELI02	International Relations Unit +90(262) 303 38 43 international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accommodation

Information and assistance can be provided by the following persons and information sources:

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸ &Stamp
HR ZAGREB16	Prof. Milorad Nikitović, Dean	13/09/2018	
TR KOCAELI02	Assoc. Prof. Dr. Banu Inan Karagul Erasmus Institutional Coordinator	11/9/2018	

8

Scanned signatures are accepted