



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2018-2021<sup>2</sup> between programme countries

### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Tomori Pál Főiskola/ Tomori Pal College	HU KALOCSA01	<b>Pálmai Orsolya</b> International coordinator Tomori Pal College 1223 Budapest, Művelődés u. 21-27. Hungary E-mail: <a href="mailto:palmai.orsolya@tpfk.hu">palmai.orsolya@tpfk.hu</a> Phone: :+3613621551	<a href="http://portal.tpfk.hu/en/">http://portal.tpfk.hu/en/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Kocaeli University Assoc. Prof. Dr. Banu İNAN-KARAGÜL Erasmus Institutional Coordinator	<b>TR KOCAELI02</b>	Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623033844 E-mail: <a href="mailto:international@kocaeli.edu.tr">international@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Assoc. Prof. Dr. Gülten Dursun Department of Economics Erasmus Coordinator		Kocaeli Üniversitesi Umuttepe Yerleşkesi, İİBF, İktisat Bölümü 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623031566 E-mail: <a href="mailto:dgulten@kocaeli.edu.tr">dgulten@kocaeli.edu.tr</a>	<a href="http://iktisat.kocaeli.edu.tr/en/index.php">http://iktisat.kocaeli.edu.tr/en/index.php</a> <a href="https://ects.kocaeli.edu.tr">https://ects.kocaeli.edu.tr</a>

## B. Mobility numbers<sup>5</sup> 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*]	Student Mobility for Traineeships *
HU KALOCSA01	TR KOCAELI02	0311	Economics	Short cycle, 1 <sup>st</sup> cycle	5 (5x5) = 25	2 student (5 months/student)
TR KOCAELI02	HU KALOCSA01	0311	Economics	1 <sup>st</sup> cycle	5 (5x5) = 25	2 student (5 months/student)

<sup>5</sup> 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>)

[\*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 *
HU KALOCSA01	TR KOCAELI02	0311	Economics	2x1 week (min. 8 hrs of teaching)	2x1 week (min. 2 working days)
TR KOCAELI02	HU KALOCSA01	0311	Department of Economics and Methodology	2x1 week (min. 8 hrs of teaching)	2x1 week (min. 2 working 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
HU KALOCSA01	Business	English	Hungarian	B1 (English)	B2 (English)
TR KOCAELI02	All subject areas	English	Turkish	B1(English)	B2 (English)

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>6</sup>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>

## 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]
HU KALOCSA01	15 August	15 December
TR KOCAELI02	JULY	DECEMBER

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 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of 3 years. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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

#### HU KALOCS01

Local grades are given from 1 (very poor) to 5 (outstanding). The lowest passing grade is 2. Grading scales are generally absolute, as opposed to sliding scales in which students are measured against each other in terms of achievement.

Grading System in Hungary	ECTS grade	Grade Description
5	A	Excellent
4	B	Good
3	C	Satisfactory
2	D	Pass/Sufficient
1	F	Fail/ Unsatisfactory

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>HU KALOCSA01</b>	<a href="mailto:info@tpfk.hu">info@tpfk.hu</a> <a href="mailto:palmai.orsolya@tpfk.hu">palmai.orsolya@tpfk.hu</a>	<a href="http://portal.tpfk.hu/en/">http://portal.tpfk.hu/en/</a>
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 38 43-44 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>HU KALOCSA01</b>	<a href="mailto:info@tpfk.hu">info@tpfk.hu</a> <a href="mailto:palmai.orsolya@tpfk.hu">palmai.orsolya@tpfk.hu</a>	<a href="http://portal.tpfk.hu/en/">http://portal.tpfk.hu/en/</a>
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 38 43-44 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>



## **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
<b>HU KALOCSA01</b>	<a href="mailto:info@tpfk.hu">info@tpfk.hu</a> <a href="mailto:palmai.orsolya@tpfk.hu">palmai.orsolya@tpfk.hu</a>	<a href="http://portal.tpfk.hu/en/student-accommodation">http://portal.tpfk.hu/en/student-accommodation</a>
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 38 43-44 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	Hotels : <a href="http://int.kocaeli.edu.tr/int/?Hotels=Yes">http://int.kocaeli.edu.tr/int/?Hotels=Yes</a> Dorms : <a href="http://int.kocaeli.edu.tr/int/?Dorms=Yes">http://int.kocaeli.edu.tr/int/?Dorms=Yes</a> Share an Apartment : <a href="http://int.kocaeli.edu.tr/int/?Accommodation=Yes">http://int.kocaeli.edu.tr/int/?Accommodation=Yes</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
<b>HU KALOCSA01</b>	<b>Dr. Meszlényi Rózsa</b> Rector Emerita	10/09/2019	
<b>TR KOCAELI02</b>	<b>Assoc. Prof. Dr. Banu İNAN-KARAGÜL</b> Erasmus Institutional Coordinator	04/09/2019	

<sup>7</sup>Scanned signatures are accepted