



# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2014-20[21]<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)
UNIVERSITA' DEGLI STUDI DI FIRENZE	I FIRENZE01	e-mail: <a href="mailto:erasmusplus@adm.unifi.it">erasmusplus@adm.unifi.it</a> Tel. +39 055 2757682-7690	<a href="http://www.unifi.it">http://www.unifi.it</a>
KOCAELI UNIVERSITY	TR KOCAELI02	e-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a> Tel.(90) 2623031332	<a href="http://www.kocaeli.edu.tr">www.kocaeli.edu.tr</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.

## B. Mobility numbers<sup>5</sup> 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 September in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code*[IS CED]	Study cycle [short cycle, 1st , 2nd or 3rd] *	Language of instructio n	Recomme nded language level	Student Mobility for Studies			Contact person	Ref.
						Number of student mobility periods				
						Nr students	Nr months	Total months		
FIRENZE01	TR KOCAELI02	0511	1,2,3	IT, EN	B1 / B2	1	6	6	RECONDITI M.	Universita' Degli Studi Di Firenze
TR KOCAELI02	I FIRENZE01	0511	1,2,3	TR, EN	B1 (English)	4	6	24	ERGÜL	Kocaeli University
FIRENZE01	TR KOCAELI02	0533	1	IT, EN	B1 / B2	2	6	12	LANDI DEGL'INNOCEN TI	Universita' Degli Studi Di Firenze
TR KOCAELI02	I FIRENZE01	0533	1,2,3	TR, EN	B1 (English)	4	6	24	KENAR/GURAY	Kocaeli University

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code* [ISCED]	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]			Contact person*
			Number of staff mobility periods			
			Nr staff	Nr weeks	Total weeks	
TR KOCAELI02	I FIRENZE01	0511	1	6	6	RECONDITI M.
I FIRENZE01	TR KOCAELI02	0511	1	4	4	RECONDITI M.
TR KOCAELI02	I FIRENZE01	0533	1	6	6	KENAR/GURAY
I FIRENZE01	TR KOCAELI02	0533	1	6	6	LANDI DEGL'INNOCENTI

<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>)

## 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I FIRENZE01	See mobility section B	See mobility section B	See mobility section B	See mobility section B	Address School Erasmus coordinators at: <a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a>
TR KOCAELI02	See mobility section B	See mobility section B	See mobility section B	See mobility section B	—

## D. Additional requirements

Università degli Studi di Firenze:

- a- Application forms for incoming students are available in the official website: [www.unifi.it](http://www.unifi.it) –under Section: Students from Abroad/ Incoming Erasmus students
- b- There is no official application deadline in UNIFI, but some Schools may ask for it due to organizational reasons, so please address the Erasmus coordinator of the hosting School when nominating your outgoing students (contact list available at: <http://www.unifi.it/cmpro-v-p-743.html>).
- c- Incoming Erasmus students can attend one Italian Language course without paying any fees, but courses are offered starting from A2 level, considering the basic A1 level as acquired. To register to this course students should fill an on-line application available at: <http://www.unifi.it/itacla/>
- d A knowledge of the Italian language corresponding to B1 level is strongly recommended to attend courses in Italian. Officially no certification is required, but some Schools may ask for it, so please address the Erasmus coordinator of the hosting School (<http://www.unifi.it/cmpro-v-p-743.html>) for further information on language certification requirements when nominating your outgoing students.
- e Student mobility for placement purposes (SMP) is possible only upon specific or individual agreement (Letter of Intent) between the sending and the hosting School/Department.
- f For the implementation of staff training mobility (STT) a letter of invitation, issued by a contact person in UNIFI, is required.
- g Students and staff with disabilities may ask in advance information on available supports at: [cespd@unifi.it](mailto:cespd@unifi.it) ([www.cedis.unifi.it](http://www.cedis.unifi.it))

<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>

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I FIRENZE01	There is no official deadline but please address the Erasmus Coordinator ( <a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a> ) of the hosting School when nominating your students to UNIFI, because terms may be set for organizational reasons.	
TR KOCAELI02	July	December

2. The receiving institution will send its decision within 4 weeks after the application term set by the School.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Modification and/or Termination of the agreement

*In the event of amendments or unilateral termination of existing inter-institutional agreements a notice of at least one academic year should be given. This means that also 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. In case of any change of section B (mobility numbers) the signature of a new Inter-institutional Agreement is required.*

*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


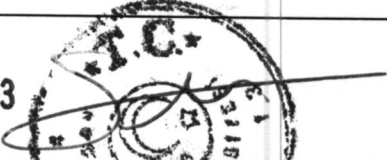
	I FIRENZE01	TR KOCAELI02
WWW for Incoming Students	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php">http://int.kocaeli.edu.tr/int/studentexchange.php</a>
WWW Course Catalogue	<a href="http://www.unifi.it/cmpro-v-p-9488.html">http://www.unifi.it/cmpro-v-p-9488.html</a>	<a href="http://ects.kocaeli.edu.tr/index.cfm?Dilid=1">http://ects.kocaeli.edu.tr/index.cfm?Dilid=1</a>
Housing <sup>7</sup>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A</a> e-mail: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>
WWW Visa Information <sup>8</sup>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a> e-mail: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>

<sup>7</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>8</sup> 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 ECHE.

WWW Insurance Information <sup>9</sup>	<a href="http://www.unifi.it/vp-729-incoming-erasmus-students.html">http://www.unifi.it/vp-729-incoming-erasmus-students.html</a> - Handbook - Useful Information	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7</a> e-mail: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>
Grading System <sup>10</sup>	UNIFI adopts a system compatible with ECTS. The grading system ranges from 0 to 30, with 18 as passing grade. A "cum laude" may be added to the highest grade (30) as a mention of special distinction. Under this framework each School adopts its own conversion tables. UNIFI is currently working on the introduction of the ECTS 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: <a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
Contact details	<a href="http://www.unifi.it/cmpro-v-p-743.html">http://www.unifi.it/cmpro-v-p-743.html</a>	<a href="http://int.kocaeli.edu.tr/int/contact.php">http://int.kocaeli.edu.tr/int/contact.php</a>
WWW Students and Staff with Disabilities	<a href="http://www.cedis.unifi.it">www.cedis.unifi.it</a> , (Centro Studi e Ricerche per le Problematiche della Disabilità), <a href="mailto:cespd@unifi.it">cespd@unifi.it</a>	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>11</sup>
I FIRENZE01	Prof. Anna Nozzoli Vice-Rector		
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	25 DEC 2013	

<sup>9</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>10</sup> 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.

<sup>11</sup> Scanned signatures are accepted