



Erasmus+ Programme

Key Action 1

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

Inter-institutional agreement 2018 - 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)
Università degli Studi di Perugia	I PERUGIA01	Administrative Coordinator: Sonia Trinari Head International Relations Office Università degli Studi di Perugia Piazza Università, 1 06123 Perugia – Italy e-mail: area.relint@unipg.it Tel. +39-075-5852106; +39- 075-5852084; +39-075- 5852036 Fax: +39-075-5852209 Accademic Coordinator Department of Economics Prof. Luca Ferrucci Email: luca.ferrucci@unipg.it	University of Perugia http://www.unipg.it/ International Relations Area: http://www.unipg.it/internazionale ECTS Catalogue: http://www.unipg.it/en/students/ects-guide
Kocaeli University	TR KOCAELI 02	Assoc. Prof.Dr. Banu Inan KARAGÜL Erasmus Institutional Coordinator banu.inan@kocaeli.edu.tr 0090 262303862	http://int.kocaeli.edu.tr/int/ http://iibf.kocaeli.edu.tr/en/index.php

TO	FROM	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
TR KOCAELI 02	I PERUGIA01	041	Business and administration	1, 2, 3	2 students for 5 months each	
I PERUGIA01	TR KOCAELI 02	041	Business and administration	1, 2, 3	2 students for 5 months each	

*[*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 average days	Staff Mobility for Training/total number of average days
TR KOCAELI 02	I PERUGIA01	041	Business and administration	1 X 5	1 X 5
I PERUGIA01	TR KOCAELI 02	041	Business and administration	1 X 5	1 X 5

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
TR KOCAELI 02		English		B2	C1
I PERUGIA01		Italian	English only for students who apply for Laboratory training	B1 [The University of Perugia offers an Italian Language Course free of charge in September and February for all international students. Italian Language Courses are offered all year round at a reduced price: http://www.unipg.it/en/unipg/language-courses]	B2 [Teaching staff is also welcome to teach classes in English, French, German Portuguese and Spanish depending on the hosting Degree Course]

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 KOCAELI 02:

[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.]

I PERUGIA01:

The selection criteria for students and staff are regulated by the sending University; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving Institution according to the regulations of the Educational, Audiovisual & Cultural Executive Agency (EACEA) and National Agencies.

The Institutions have infrastructures 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]
TR KOCAELI02	July	December
I PERUGIA01	Application deadline : July 1st Academic calendar: http://www.unipg.it/en/courses/academic-calendar	Application deadline: December 1st Academic calendar: http://www.unipg.it/en/courses/academic-calendar

¹

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

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

TR KOCAELI 02:

2. : Will send its decision within 2 weeks

NL S-GRAVE13: Will send its decision within 2 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

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.

I PERUGIA01:

2. The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution upon the student's departure or, in any case, 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. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 2014 will only take effect as of 1 September 2014+1. 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 PERUGIA01	TR KOCAELI 02
WWW for Incoming Students	http://www.unipg.it/en e-mail: area.relint@unipg.it Tel. +39-075-5852106	http://int.kocaeli.edu.tr/int/studentexchange.php
WWW Course Catalogue	http://www.unipg.it/en/students/ects-guide	http://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AkademikBirimler.cfm?Dilid=58958A6C345811F13E63D4E048D96B42&DipTurid=58958A6C345811F13E63D4E048D96B42
Housing ²	http://www.unipg.it/en/students/ects-guide	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1 http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes
Contact details	servizio.incoming@unipg.it Tel. +39-075-5852024 Fax +39-075-5852352 area.relint@unipg.it Tel. +39-075-5852106	http://int.kocaeli.edu.tr/int/contact.php
WWW Visa	http://www.unipg.it/en/students/ects-guide	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes/registration/Immigration-procedures

² The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

Information ³		
Contact details	servizio.incoming@unipg.it Tel. +39-075-5852024 Fax +39-075-5852352 area.relint@unipg.it Tel.+39-075-5852106	http://int.kocaeli.edu.tr/int/contact.php
WWW Insurance Information ⁴	http://www.unipg.it/en/students/ects-guide	http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes
Contact details	servizio.incoming@unipg.it Tel. +39-075-5852024 Fax +39-075-5852352 area.relint@unipg.it Tel.+39-075-5852106	http://int.kocaeli.edu.tr/int/contact.php
ECTS Users' Guide ⁵	http://www.unipg.it/en/students/ects-guide	http://ogr.kocaeli.edu.tr/KOUBS/akts/kurum.cfm?Dilid=1&selection=5D4A62A767503FF917F18D24CD684CBE http://www.thehagueuniversity.com/exchange-programmes/exchange-programmes
WWW Students and Staff with	http://www.unipg.it/en	http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1
Contact details	area.relint@unipg.it Tel.+39-075-5852106	http://int.kocaeli.edu.tr/int/contact.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KOCAELI 02	Assoc. Prof. Dr. Banu İnan KARAGÜL Erasmus Institutional Coordinator	19/12/2017	 
I PERUGIA01	The Rector Prof. Franco Moriconi	19 DIC 2017	 IL RETTORE (Prof. Franco Moriconi)

Reg. n. 877 Date 19 DIC 2017

³ 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.

⁴ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

⁵ 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.

⁶ Scanned signatures are accepted