Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] 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)
Liepaja University	**LV LIEPAJA01**	**Institutional contact details[5]:** Patriks Morevs Head of Foreign Affairs Department Liepaja University Liela street 14, Liepaja, LV-3401 Ph: 00371 63407762 Fax: 00371 63424223 acentrs@liepu.lv **Erasmus Coordinator:** Liga Spinga erasmus@liepu.lv	http://www.liepu.lv/en/31/exchance-programme
KocaeliUniversity Assoc. Prof. Dr. DoğanYüksel Erasmus Institutional Coordinator	**TR KOCAELI02**	KocaeliÜniversitesi UluslararasıİlişkilerBirimi KütüphaneBinası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail:dogan.yuksel@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Research Assistant Yaser ARSLAN Erasmus Coordinator – Department of Psychological Counseling and Guidance		*Kocaeli Üniversitesi Eğitim Fakültesi B-06-B Numaralı Oda 41380 İzmit/Kocaeli/Türkiye* Tel: +902623032479 Fax: +902623032403 E-mail:yaser.arslan@kocaeli.edu.tr	*http://egitimbilimleri.kocaeli.edu.tr/ http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&Bolumid=0913&DipTur=1*

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[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] 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 numbers[6] 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, 1st, 2nd or 3rd] [7]	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	LV LIEPAJA01	011	Education science	1st	2x10	2x10
		011	Education science	1st	2x10	2x10
LV LIEPAJA01	TR KOCAELI02	011	Education	1st	2x10	2x10
		011	Education science	1st	2x10	2x10

[*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					
LV LIEPAJA01	TR KOCAELI02	011	Education science	2 x 5 (10 months)	

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[8]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	Psychological Counseling and Guidance	Turkish	English	B1	B2
LV LIEPAJA01		Latvian	English	English: B1	English: B2

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

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[6] 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)
[7] 1st: undergraduate , 2nd: master or 3rd: PhD

[8]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]
TR KOCAELI02	JULY	DECEMBER
LV LIEPAJA01	15 June	15 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.

F. Information

1. Grading systems of the institutions

KocaeliUniversity 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

Liepaja university grading system: http://www.aic.lv/portal/en/izglitiba-latvija/izglitibas-sistema

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
LV LIEPAJA01	acentrs@liepu.lv Ph.:+371 63407762	http://www.pmlp.gov.lv/en/

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:
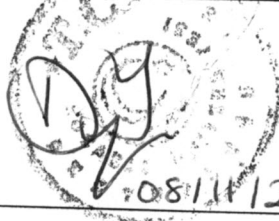
Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
LV LIEPAJA01	acentrs@liepu.lv Ph.:+371 63407762	http://www.liepu.lv/en/44/general-information-for-students

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	Hotels : http://int.kocaeli.edu.tr/int/?Hotels=Yes Dorms : http://int.kocaeli.edu.tr/int/?Dorms=Yes Share an Apartment : http://int.kocaeli.edu.tr/int/?Accommodation=Yes
LV LIEPAJA01	acentrs@liepu.lv Ph.:+371 63407762	http://www.liepu.lv/en/25/accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[9]
TR KOCAELI02	Assoc. Prof. Dr. DoğanYüksel Erasmus Institutional Coordinator	08/11/2016	
LV LIEPAJA01	Patriks Morevs Head of foreign Affairs Department	31.10.2016.	

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[9]Scanned signatures are accepted