



## Erasmus+ Programme

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

### Inter-institutional agreement 2017-2021 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	Erasmus code	Contact details <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Kocaeli Üniversitesi</b> Assoc. Prof. Dr. Dogan YUKSEL Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi International Relations Unit 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:dogan.yuksel@kocaeli.edu.tr">dogan.yuksel@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
<b>Zeynep Betts, PhD</b> Erasmus Departmental Coordinator		Fen Edebiyat Fakültesi Biyoloji Bölümü 41380 İzmit/Kocaeli/TÜRKİYE Faculty of Arts and Sciences – Department of Biology Tel: +902623032872 Fax: +902623032903 E-mail: <a href="mailto:zeynep.betts@kocaeli.edu.tr">zeynep.betts@kocaeli.edu.tr</a>	<a href="http://fef.kocaeli.edu.tr/index.php/index2?id=13">http://fef.kocaeli.edu.tr/index.php/index2?id=13</a>
<b>Universidade de Aveiro</b> Prof. Dr. Gonçalo Paiva Dias Vice-Rector Erasmus Institutional Coordinator	TR KOCAELI02	Niall Power Head of International Office Edifício Central da Reitoria, Campus Universitário de Santiago, 3810-193 Aveiro, Portugal Tel. +351 234 370 060; Email: <a href="mailto:gri@ua.pt">gri@ua.pt</a>	University: <a href="http://www.ua.pt/">www.ua.pt/</a> Course catalogue: <a href="http://www.ua.pt/ensino/#">www.ua.pt/ensino/#</a> Incomings tudents: <a href="http://www.ua.pt/gri/students">www.ua.pt/gri/students</a>
<b>Prof. Dra. Etelvina Figueira</b> Erasmus Departmental Coordinator		Department of Biology Campus Universitário de Santiago, 3810-193 Aveiro, Portugal Tel.: +351 234 370 782 Email: <a href="mailto:efigueira@ua.pt">efigueira@ua.pt</a>	Department of Biology: <a href="http://www.ua.pt/dbio/">www.ua.pt/dbio/</a>

<sup>1</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers 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 January in the preceding academic year.

### Student Mobility for Studies

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 *
TR KOCAELI02	P AVEIRO 01	0511	Biology	1 <sup>st</sup>	2 students x 6 months = 12 months		No/Only by individual agreement
				2 <sup>nd</sup>	1 student x 6 months = 6 months		No/Only by individual agreement
				3 <sup>rd</sup>	1 student x 6 months = 6 months		No/Only by individual agreement
P AVEIRO 01	TR KOCAELI02	0511	Biology	1 <sup>st</sup>	2 students x 6 months = 12 months		No/Only by individual agreement
				2 <sup>nd</sup>	1 student x 6 months = 6 months		No/Only by individual agreement
				3 <sup>rd</sup>	1 student x 6 months = 6 months		No/Only by individual agreement

\* Inter-Institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

### Staff Mobility for Teaching

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	P AVEIRO 01	0511	Biology	1 staff x 5 days (Min. 8 hours)		No/Only by individual agreement
P AVEIRO 01	TR KOCAELI02	0511	Biology	1 staff x 5 days (Min. 8 hours)		No/Only by individual agreement

## 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 <sup>2</sup> Student Mobility for Studies [Minimum recommended level: B1]		Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02	Biology	Turkish	English	B1		B2
P AVEIRO 01	Biology	Portuguese	English	B1		B1/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:

### P AVEIRO01:

- Nomination by home institution required, before student's application
- Erasmus Student Network Aveiro helps welcoming the international exchange students - [www.esnaveiro.org/](http://www.esnaveiro.org/)
- Erasmus Buddy program, to assist the international exchange students
- "UA Tutoring Programme" – mentoring programme based on academic guidance and student-student mentoring

<sup>2</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>

- Accommodation guaranteed for students and teaching staff with disabilities
- Support services and facilities for students and teaching staff with disabilities
- Pedagogical Support Office, University Health Services, LUA – UA's telephone helpline
- Student's Provider, Pedagogical Support office, University Health Services, LUA – UA's telephone line for psychological support to students of the academy that involves experts and a group of student volunteers trained for the purpose

## 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
P AVEIRO01	May 15 <sup>th</sup> for nominations May 31 <sup>st</sup> for receiving student's application documents	November 1 <sup>st</sup> for nominations November 15 <sup>th</sup> for receiving student's application documents

2. The TR KOCAELI02 will send its decision within 6 weeks. The P AVEIRO01 will send its decision on the admission of ERASMUS candidates within 4-6 weeks.
3. A Transcript of Records will be issued by the TR KOCAELI02 no later than 5 weeks after the assessment period has finished at the receiving HEI.

A Transcript of Records will be issued by the P AVEIRO01 no later than 5 weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

Termination of the agreement:

The present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated by one of the Universities upon prior notice to the other in writing not later than one year before the termination date, without prejudice to the activities under way.

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

#### TR KOCAELI02: Kocaeli University 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>

P AVEIRO01: <http://www.ua.pt/gri/ects>

Local Grading Scale	Definition
19-20	Excellent – outstanding performance with only minor errors
18	Very Good – above the average standard but with some errors
15-17	Good – generally sound work with a number of notable errors
12-14	Satisfactory – fair but with significant short-comings
10-11	Sufficient – performance meets the minimum criteria
<10	Fail/not passed - further work required before the credit can be awarded

#### Correspondence of Portuguese and European Grading Scales

In accordance with Article 19 of Decree-Law 42/2005 published on 22/02/2005 in the Official Journal of the Portuguese Republic under Section II (European grading scale), the correspondence between the European grading scale and the Portuguese grading scale is composed of 5 segments (classes), identified by the letters A to E.

In the 10-20 interval of the entire 0-20 numerical scale in use in Portugal, the European grading scale adopts the following correspondence:

A: grade 20 – p, where p is the classification that incorporates, in this segment, 10% of the students;

B: grade p-1 to q where q is the classification that incorporates, in this segment combined with the previous segment, 35% of the students;

C: grade  $q-1$  to  $r$  where  $r$  is the classification that incorporates, in this segment combined with the two previous segments, 65% of the students;

D: grade  $r-1$  to  $s$  where  $s$  is the classification that incorporates, in this segment combined with the previous segments, 90% of the students;

E:  $s-1$  to 10.

In applying the correspondence between the European grading scale and the Portuguese grading scale, as per the above-mentioned legal instrument, the distribution of classifications are calculated for a period of at least three years and for a sample of at least 100 students.

## 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: <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>
P AVEIRO01	Dora Ribeiro, Email: <a href="mailto:dribeiro@ua.pt">dribeiro@ua.pt</a> Tel.: +351 234 370 200	<a href="http://www.ua.pt/gri/visas">www.ua.pt/gri/visas</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;select ion=40D7F1CD0DDFBAD88607F7D8DB44EDE7">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;select ion=40D7F1CD0DDFBAD88607F7D8DB44EDE7</a>
P AVEIRO01	Niall Power, Email: <a href="mailto:niall@ua.pt">niall@ua.pt</a> Tel.: +351 234 370 060	<a href="http://www.ua.pt/gri/healthcare">www.ua.pt/gri/healthcare</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
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;select ion=71D228435D62B17CE843DA165C5E249A">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;select ion=71D228435D62B17CE843DA165C5E249A</a>
P AVEIRO01	Dora Zita Morgado, Email: <a href="mailto:dora@ua.pt">dora@ua.pt</a> Tel.: +351 234 370 060	<a href="http://www.ua.pt/gri/accommodation">www.ua.pt/gri/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup> and Institutional stamp
TR KOCAELI02	Assoc. Prof. Dr. Dogan YUKSEL Erasmus Institutional Coordinator	23/01/2017	
P AVEIRO01	Prof. Dr. Gonalo Paiva Dias, Vice-Rector Institutional Coordinator	23/01/2017	

<sup>3</sup> Scanned signatures are accepted