



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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)
P BRAGA01 – UNIVERSIDADE DO MINHO (UMinho) http://www.uminho.pt			
Head of International Office: Adriana Lago de Carvalho International Relations Office Campus of Azurém P – 4800-058 Guimarães Tel: +351-253-510169; Fax: +351-253-510125; E-mail: sri@sri.uminho.pt		Academic Contact: Prof. Maria Piedade Ramos Department of Mathematics and Applications Campus of Azurém P – 4800-058 Guimarães Tel: +351-253-510432; Fax: +351-253-510401 E-mail: mpr@mct.uminho.pt	
TR KOCAELI02 – KOCAELI UNIVERSITY http://www.kocaeli.edu.tr/			
Head of International Office: International Relations Office, Kocaeli University, Umuttepe Campus, 41380, Kocaeli, Turkey. Tel: +90(262)3031045 Fax: +90(262)3031044 E-mail: intoffice@kocaeli.edu.tr		Academic Contact: Dr. Hulya Kodol Sevindir Kocaeli University, Department of Mathematics, Umuttepe Campus, 41380, Kocaeli, Turkey. Tel: +90 262 3032115 E-mail: hkodol@kocaeli.edu.tr	

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.

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods		
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Trainee ships *	
TR KOCAELI02	P BRAGA01	461	Mathematics	1 st , 3 rd	3x12 months		

* To be agreed on an individual basis

FROM	TO	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 BRAGA01	461	Mathematics	2x10 days		

* To be agreed on an individual basis

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	Optional : Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
P BRAGA01*		Portuguese	English	Portuguese – B1 English – B2	Portuguese – B2 English – B2
TR KOCAELI02		Turkish	English	Turkish-B1 English-B1	Turkish-B2 English-B2

* For more details on the language of instruction recommendations, see our [Course Catalogue](#) or our [Language Requirements](#) information.

D. Additional requirements

P BRAGA01

Compulsory Orientation Programme: Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=24&pageid=268&lang=eng>

Portuguese Language Course: Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=24&pageid=267&lang=eng>

Support for Students with Disabilities: Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=4&pageid=107&lang=eng> and <http://www.uminho.pt/en/study/office-for-inclusion>

Additional Academic Requirements: Information available at <http://www.sri.uminho.pt/Default.aspx?tabindex=2&tabid=24&pageid=252&lang=eng>

TR KOCAELI02

E. Calendar

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

Receiving institution	Autumn term	Spring term
P BRAGA01	1 st June	1 st November
TR KOCAELI02	9th September	17th February

2. The receiving institution will send its decision within 5 weeks (P BRAGA01)/ 4 weeks (TR KOCAELI02).
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (P BRAGA01)/ 4 weeks (TR KOCAELI02) after the assessment period has finished at the receiving HEI.
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.

F. Information

1. Grading systems of the institutions

P BRAGA01

Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=4&pageid=88&lang=eng>

TR KOCAELI02

<http://ects.kocaeli.edu.tr/kurum.cfm?Dilid=1&selection=A0018C5475EC2400B3266CCB31594F5>

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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	Contact details (email, phone)	Website for information
P BRAGA01	E-mail: sri@sri.uminho.pt Tel: +351-253-510169	PracticalInformation">http://www.sri.uminho.pt/ECTS_EN> Practical Information
TR KOCAELI02	intoffice@kocaeli.edu.tr phone: +90 262 3031045	http://int.kocaeli.edu.tr/int/studentexchange.php

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	Contact details (email, phone)	Website for information
P BRAGA01	E-mail: sri@sri.uminho.pt Tel: +351-253-510169	PracticalInformation">http://www.sri.uminho.pt/ECTS_EN> Practical Information
TR KOCAELI02	intoffice@kocaeli.edu.tr phone: +90 262 3031045	http://int.kocaeli.edu.tr/int/studentexchange.php

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	Contact details (email, phone)	Website for information
P BRAGA01	E-mail: sri@sri.uminho.pt Tel: +351-253-510169	Accommodation">http://www.sri.uminho.pt/In> Accommodation

TR KOCAELI02	intoffice@kocaeli.edu.tr phone: +90 262 303104	http://int.kocaeli.edu.tr/int/studentexchange.php
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5. Academic Calendar

P BRAGA01

Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=24&pageid=265&lang=eng>

TR KOCAELI02

Information available at : http://odb.kocaeli.edu.tr/akademik_takvim.php

6. Application Procedures



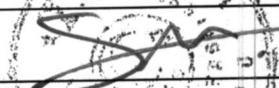

P BRAGA01

Information available at <http://www.sri.uminho.pt/Default.aspx?tabid=24&pageid=262&lang=eng>

TR KOCAELI02

Information available at: <http://int.kocaeli.edu.tr/int/contact.php>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ¹
P BRAGA01	Prof. Rui Vieira de Castro Vice-Rector	16.12.2013	 
TR KOCAELI02	Serdal Pamuk Institutional Coordinator	28 JAN 2014	 

¹ Scanned signatures are accepted