



# 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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Universidade de Coimbra  (University of Coimbra)	P COIMBRA01	Mrs. Filomena MARQUES DE CARVALHO ERASMUS Institutional Coordinator DRI - International Relations Unit, University of Coimbra Colégio de S. Jerónimo, Largo D. Dinis, Apartado 3026, 3001-401 COIMBRA  Phone: +351 239 857 003, Fax: +351 239 857 002  Email: <a href="mailto:dri@uc.pt">dri@uc.pt</a>	Website: <a href="http://www.uc.pt/en/driic">http://www.uc.pt/en/driic</a>  Information for Incoming students: <a href="http://www.uc.pt/en/driic/mobilidade/in/">http://www.uc.pt/en/driic/mobilidade/in/</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.

		<p>Maria Teresa Silva   Incoming Students: <a href="mailto:mteresa@uc.pt">mteresa@uc.pt</a>  Ana Isabel Ferreira   Outgoing Students: <a href="mailto:anisabel@uc.pt">anisabel@uc.pt</a>  Ana Machado   Teaching Staff / Staff Exchange  <a href="mailto:dri.mobilidade@uc.pt">dri.mobilidade@uc.pt</a></p> <p>Bilateral Agreements:  <a href="mailto:dri.projects@uc.pt">dri.projects@uc.pt</a></p>	<p>Course Catalogue:  <a href="http://www.uc.pt/en/ects/catalogo">http://www.uc.pt/en/ects/catalogo</a></p> <p>Academic Calendar:  <a href="http://www.uc.pt/en/ects/info_inst/calendar_io_academico/">http://www.uc.pt/en/ects/info_inst/calendar io academico/</a></p>
<p><b>Faculty of Science and Technology - FCTUC</b></p> <p><b>Department of Chemistry - DQ</b></p>		<p>Prof. Jorge Marques  Departmental ERASMUS Coordinator  Phone: +351 239854458  Fax: +351 239827703  E-mail: <a href="mailto:qtmarque@ci.uc.pt">qtmarque@ci.uc.pt</a></p>	<p><a href="http://www.uc.pt/fctuc/dquimica/">http://www.uc.pt/fctuc/dquimica/</a></p>
<p><b>Kocaeli Üniversitesi</b></p> <p>Prof.Dr. Serdal PAMUK</p> <p>Erasmus Institutional Coordinator</p>	<b>TR KOCAELI02</b>	<p>Kocaeli Üniversitesi  Uluslararası İlişkiler Birimi  Kütüphane Binası 2. Kat  41380 İzmit/Kocaeli/TÜRKİYE</p> <p>Tel: +902623031332  Fax: +902623031044  E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a></p>	<p><a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a></p>
<p>Assist. Prof. Dr. Yonca Duman</p>		<p>Kocaeli Üniversitesi Fen Edebiyat Fakültesi Kimya Bölümü</p> <p>Tel: +90262 3032019  E-mail: <a href="mailto:yavci@kocaeli.edu.tr">yavci@kocaeli.edu.tr</a></p>	<p><a href="http://fef.kocaeli.edu.tr/index.php/index2?id=16">http://fef.kocaeli.edu.tr/index.php/index2?id=16</a></p>

## A. Information about higher education institutions

## B. Mobility numbers<sup>5</sup> 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, 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 Trainee ships *
TR KOCAELI02	P COIMBRA01	0531	Chemistry	2nd,3rd	1 students x 6 months = 6 months	1
		0531	Chemistry	2nd,3rd	1 students x 6 months = 6 months	1
P COIMBRA01	TR KOCAELI02	0531	Chemistry	1st,2nd,3rd	1 students x 6 months = 6 months	
		0531	Chemistry	1st,2nd,3rd	1 students x 6 months = 6 months	

*[\*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.]*

<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>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				[total number of days of teaching periods or average duration *]	
TR KOCAELI02	P COIMBRA01	0531	Chemistry	3	3
P COIMBRA01	TR KOCAELI02	0531	Chemistry	3	3

### 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 instruc- tion 1	Language of instruc- tion 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]
TR KOCAELI02	Chemistry	Turkish	English	B1	B1
P COIMBRA01		Portuguese	English	B1 (min)	B2 (min)

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

#### P COIMBRA01:

Staff Mobility for training and for Teaching: The University of Coimbra welcomes applications from foreign Staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accepted the staff training/teaching visitor.

- Master students need to send a bachelor certificate OR a transcript of records with 180 ECTS credits to the Student Exchange Office.
- PhD students need to send a master certificate to the Student Exchange Office. PhD students will only receive ECTS credits if they complete courses at the host institution. Therefore, they will not receive any

<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>

ECTS credits from the host institution for PhD-related research they undertake. The home institution is responsible for accrediting PhD students with ECTS credits for research completed at the host institution.

- It is not possible for students to hand-in their final BA-/MA-/PhD-thesis at the host institution. Final theses need to be graded by the home institution.
- The University of Coimbra offers counseling for students with disabilities and chronic diseases. We assist with finding suitable accommodation (wheelchair users are advised to apply for accommodation as early as possible), we provide information about public transport, access to health care, and about financial support in case of additional disability expenditure on the part of the student. The Office for Students with Special Needs moreover gives information concerning the accessibility of university buildings and helps to move a class to another room, if needed. Accommodated study and exam conditions, e.g. additional study papers for blind and visually impaired students, or extra time to use technical devices during exams can also be arranged.

Contact: **Support for Students with Special Educational Needs**

Colégio de S. Jerónimo, Largo de D. Dinis, Apartado 3026

3001-401 Coimbra

Telephone: +351 239 857000; E-mail: [atped@dp.uc.pt](mailto:atped@dp.uc.pt)

[http://www.uc.pt/en/sasuc/Quick\\_search/Integration\\_Counselling/nee](http://www.uc.pt/en/sasuc/Quick_search/Integration_Counselling/nee)

## 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. COIMBRA01	June, 1st	November 1st

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

### P COIMBRA01

- Partner institutions should send nominations to Regina Freitas [dri.intstudy@uc.pt](mailto:dri.intstudy@uc.pt)
- Online applications at: <http://www.uc.pt/en/driic/estudantesIN/CandidatIN/>

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

#### *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 COIMBRA01:** [http://www.uc.pt/en/ects/info\\_inst/sq-ma/...](http://www.uc.pt/en/ects/info_inst/sq-ma/...)

### 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 COIMBRA01	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/driic/mobilidade/ac/">http://www.uc.pt/en/driic/mobilidade/ac/</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;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7</a>
P COIMBRA01	<a href="mailto:dri.intstudy@uc.pt">dri.intstudy@uc.pt</a>	<a href="http://www.uc.pt/en/ects/info_caracter_geral/">http://www.uc.pt/en/ects/info_caracter_geral/</a>

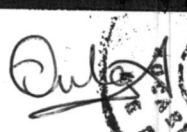

#### 4. Housing

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;selection=71D228435D62B17CE843DA165C5E249A">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A</a>
P COIMBRA01	Núcleo de Alojamentos Tel.: +351 239 101 282 E-mail: <a href="mailto:alojamentos@sas.uc.pt">alojamentos@sas.uc.pt</a>	<a href="http://www.uc.pt/go/accommodation">www.uc.pt/go/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
TR KOCAELI02	Prof. Dr. Serdal Pamuk On behalf of Erasmus Institutional Coordinator <i>Lect. Tuba D. AKMAN</i>	13/11/2014	
P COIMBRA01	Mrs. Filomena Marques de Carvalho Head of the International Relations unit	11-04-2014	

<sup>7</sup> Scanned signatures are accepted