



# Erasmus+ Programme

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

### Inter-institutional agreement 2022-2028 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)
<b>INSTITUTO POLITÉCNICO DE PORTALEGRE</b>	<b>P PORTALE01</b>	<b>Coordinator International Relations Office:</b> Assoc. Prof. Dr. Maria José D'Ascensão  Serviços Centrais Praça do Município, 11 7300-110 Portalegre   Portugal <b>E-mail:</b> gri@ipportalegre.pt <b>Phone</b> +351 245 301 500	<a href="https://www.ipportalegre.pt/pt/oferta-formativa/">https://www.ipportalegre.pt/pt/oferta-formativa/</a>
<b>Kocaeli University, Kocaeli, Turkey</b>	<b>TR KOCAELI02</b>	Prof. Ayşe Günsel Faculty Coordinator Faculty of Business Administration ayse.gunsel@kocaeli.edu.tr  Institutional Erasmus Coordinator Assoc. Prof. Dr. Banu İnan Karagül International Office Unit No: 30 Umuttepe Kocaeli T: +90 262 303 38 42-43-44-48-95-96 banu.inan@kocaeli.edu.tr	<a href="http://int.kocaeli.edu.tr/index_en.php">http://int.kocaeli.edu.tr/index_en.php</a>

## B. Mobility numbers<sup>1</sup> 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 [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 [number of students/ total number of months of the study periods *]	Student Mobility for Trainee ships *
P PORTALE01	TR KOCAELI02	0410	Business Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	
		0610	Information Technologies	1 <sup>st</sup>	2x5	
		0321	Journalism and Reporting	1 <sup>st</sup>	2x5	
		1015	Travel, Tourism and Leisure	1 <sup>st</sup>	2x5	
		0913	Nursing and Midwifery	1 <sup>st</sup>	3x5	
TR KOCAELI02	P PORTALE01	0410	Business Administration	1 <sup>st</sup> , 2 <sup>nd</sup>	2x5	
		0610	Information Technologies	1 <sup>st</sup>	2x5	
		0321	Journalism and Reporting	1 <sup>st</sup>	2x5	
		1015	Travel, Tourism and Leisure	1 <sup>st</sup>	2x5	
		0913	Nursing and Midwifery	1 <sup>st</sup>	3x5	

[\*Optional: subject area code & name and study cycle are optional.]

<sup>1</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]	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 *
P PORTALE01	TR KOCAELI02	0410	Business Administration	2 people (8 teaching hours per person, 1 week - 5 days)	2 people (1 week - 5 days)
		0610	Information Technologies		
		0321	Journalism and Reporting		
		1015	Travel, Tourism and Leisure		
		0913	Nursing and Midwifery		
TR KOCAELI02	P PORTALE01	0410	Business Administration	2 staff 7 days	2 staff 7 days
		0610	Information Technologies		
		0321	Journalism and Reporting		
		1015	Travel, Tourism and Leisure		
		0913	Nursing and Midwifery		

### 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]
P PORTALE01		Portuguese	English (Tutorial)	B1	B2
TR KOCAELI02	All Areas	Turkish	English	B1 English	B2 English

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

**ZUT Szczecin:** Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Some rooms accessible to wheelchairs are available in one of the student houses.

*In case of insufficient knowledge of English / German / or another language of lectures, of which a student has been informed, that will not allow to realize a teaching process, a receiving institution has the right to send back the student to his/her home institution.*

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
P PORTALE01	15 <sup>th</sup> May	15 <sup>th</sup> November
TR KOCAELI02	JULY	DECEMBER

\*

2. The receiving institution will send its decision within 6 weeks.

<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>

### 3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
P PORTALE01	30 <sup>th</sup> May	30 <sup>th</sup> November
TR KOCAELI02	September - February	February - June

\*

4. A Transcript of Records will be issued by the receiving institution no later than 4 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]*

#### 5. Termination of the agreement

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

#### TR KOCAELI02

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 PORTALE01

In Portugal grading system is based on a scale ranging from 0 to 20. The passing grade is 10.

Portuguese Grade	Description
10	minimum grade to be awarded a pass
Grade intervals: 11-12 13-14 15-17 18-20	Satisfactory Good Very Good Excellent

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P PORTALE01</b>	International Relations Office <a href="mailto:josepolainas@ipportalegre.pt">josepolainas@ipportalegre.pt</a> 00351 245 301 500	<a href="https://www.ipportalegre.pt/pt/internacionalizacao/gri/">https://www.ipportalegre.pt/pt/internacionalizacao/gri/</a>
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90 (262) 303 3862 Email: <a href="mailto:international@kocaeli.edu.tr">international@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>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P PORTALE01</b>	International Relations Office <a href="mailto:josepolainas@ipportalegre.pt">josepolainas@ipportalegre.pt</a> 00351 245 301 500	<a href="https://www.ipportalegre.pt/pt/internacionalizacao/gri/">https://www.ipportalegre.pt/pt/internacionalizacao/gri/</a>
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90 (262) 303 3862 Email: <a href="mailto:international@kocaeli.edu.tr">international@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>

## **4. Housing**


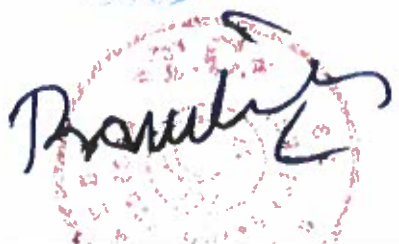
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher

Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
<b>P PORTALE01</b>	International Relations Office <a href="mailto:josepolainas@ipportalegre.pt">josepolainas@ipportalegre.pt</a> 00351 245 301 500	<a href="https://www.ipportalegre.pt/pt/internacionalizacao/gri/">https://www.ipportalegre.pt/pt/internacionalizacao/gri/</a>
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90 (262) 303 3862 Email: <a href="mailto:international@kocaeli.edu.tr">international@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>

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

<b>Institution [Erasmus code]</b>	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>3</sup></b>
<b>P PORTALE01</b>	<b>President</b>  Prof. Dr. Luís Loures		
<b>TR KOCAELI02</b>	<b>Institutional Erasmus Coordinator</b> Prof. Dr. Banu İnan Karagül	11/10/2022	

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

