Erasmus+ Programme

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

Inter-institutional agreement 2018-2021
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[1] (email, phone)	Website (eg. of the course catalogue)
KOCAELI ÜNIVERSITESI **Faculty of Economics and Administrative Sciences** Labour Economics and Industrial Relations Department	TR KOCAELI02	**Institutional Erasmus Coordinator:** Assoc.Prof.Dr.Banu INAN KARAGUL international@kocaeli.edu.tr +90(262) 303 38 44 **Department Coordinator:** Dr. Doga Basar SARIIPEK +90(262)3031552 sariipek@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/ http://ceei.kocaeli.edu.tr/# http://ceei.kocaeli.edu.tr/dosyalar/ogrform/2016-2017-4-Yillik-Ders-Plani.pdf http://ects.kocaeli.edu.tr/index.cfm?Dilid=1&CFID=35598209&CFTOKEN=6ea69b992a84056d-CCE62D0B-F04D-A240-218FFE206086C141
UNIVERSITY OF LODZ **Faculty of Economics and**	PL LODZ01	**Institutional Erasmus Coordinator:** Prof. Eleonora Bielawska-Batorowicz ebator@uni.lodz.pl **Faculty's Exchange Programmes Coordinator** Dr Tomasz Schabek,	http://iso.uni.lodz.pl/erasmus/programmes/ http://iso.uni.lodz.pl/erasmus/ http://www.eksoc.uni.lodz.pl/en http://www.eksoc.uni.lodz.pl/m

[1]Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Sociology		+48 42 635 48 14 tomasz.schabek@uni.lodz.pl erasmuses@uni.lodz.pl **Administrative contact:** International Relations Office Poland, Lodz, 90-136 68 Narutowicza Str. email: bwz@uni.lodz.pl (agreements and outgoing students) iso@uni.lodz.pl (incoming students) Tel: + 48 42 635 4037 Fax: + 48 42 635 4789	obility-programmes/erasmus-for-incoming-students/contact/#nav

B. Mobility numbers[2] 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, 1st, 2nd or 3rd]* *	**Number of student mobility periods**	
					Student Mobility for Studies *[total number of months of the study periods or average duration[1]]*	*Student Mobility for Traineeships* *
PL LODZ01	TR KOCAELI02	0311 / 0314 / 0310 / 0923 / 0920 /	Economics / Sociology and cultural studies / Social and behavioural sciences / Social work and counselling / Welfare	1st 2nd	3 students / 3x10 months 3 students / 3x10 months	On individual basis
TR KOCAELI 02	PL LODZ 01	0311 / 0314 / 0310 / 0923 / 0920 /	Economics / Sociology and cultural studies / Social and behavioural sciences / Social work and counselling / Welfare	1st 2nd	3 students / 3x10 months 3 students / 3x10 months	On individual basis

[2] 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)*

*[*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[1]]*	*Staff Mobility for Training* *
PL LODZ01	TR KOCAELI02	0311 / 0314 / 0310 / 0923 / 0920 /	Economics / Sociology and cultural studies / Social and behavioural sciences / Social work and counselling / Welfare	2 x 5 days, On individual basis	2 x 1 week, On individual basis
TR KOCAELI02	PL LODZ01	0311 / 0314 / 0310 / 0923 / 0920 /	Economics / Sociology and cultural studies / Social and behavioural sciences / Social work and counselling / Welfare	2 x 5 days, On individual basis	2 x 1 week, On 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 [Erasmus code]	*Optional: Subject area*	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[3]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
TR KOCAELI02	ECONOMICS/ Sociology	ENGLISH	TURKISH	B1 ENGLISH	B2 ENGLISH
PL LODZ01	ECONOMICS/ Sociology	ENGLISH	ENGLISH	B1 ENGLISH	B2 ENGLISH

D. Additional requirements

The partners agree to abide by ECTS Guidelines and use ECTS transparency and recognition tools.

They will promote meaningful credit mobility for students of all levels, giving students reasonable freedom of choice in their learning activities.

In the future, the partners plan to extend and supplement the present mobility agreement by developing Erasmus+ projects (alliances and partnerships) as appropriate.

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	30th June	15th December
PL LODZ01	30th June	15th December

2. PL LODZ01: The receiving institution will send its conditional decision within [4] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 5 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]*

4. Termination of the agreement

[3] 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide[4]. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Grading system of *Kocaeli University*

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

Grading system of the University of Lodz (PL LODZ01):

http://iso.uni.lodz.pl/erasmus/ects-system/

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	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence

[4] http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

	Phone: +90(262) 303 38 43-44 Email: inerasmus@kocaeli.edu.tr	
PL LODZ01	iso@uni.lodz.pl + 48 42 635 47 90	http://iso.uni.lodz.pl/study-in-english/visa/

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 38 43-44 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
PL LODZ01	iso@uni.lodz.pl + 48 42 635 47 90	http://iso.uni.lodz.pl/study-in-english/insurance/

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 38 43-44 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
PL LODZ01	iso@uni.lodz.pl + 48 42 635 47 90	http://iso.uni.lodz.pl/erasmus/before-arrival/ http://iso.uni.lodz.pl/study-in-english/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
PL LODZ01	Prof. Paweł Starosta, Pro-rector for Domestic and International Cooperation	17 WRZ 2018	PROREKTOR DS. WSPÓŁPRACY KRAJOWEJ I MIĘDZYNARODOWEJ UNIWERSYTETU ŁÓDZKIEGO prof. nadzw. dr hab. Paweł Starosta
TR KOCAELI02	Assoc. Prof. Dr. Banu INAN KARAGUN Erasmus Institutional Coordinator	11/9/2018	

[5]Scanned signatures are accepted