Erasmus+ Programme

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

Inter-institutional1 agreement 2022-20[27]2
between programme countries

[Minimum requirements]3
A.Information about higher education institutions

B. Name of the institution (and department, where relevant)	Erasmus code	Contact details5 (email, phone)	Website (eg. of the course catalogue)
UNIVERSITY "APOLLONIA" from IASI		11 Pacurari street, 700511 IASI, Romania, Tel./Fax: +40-0232-210.310,	https://www.univapollonia.ro/departamentul-de-relatii-internationale/biroul-erasmus/
Assoc.Prof.Dr. Gabriela Mihalache **Rector**	**RO IASI06**	11 Pacurari street, 700511 IASI, Romania, Tel./Fax: +40-0232-210.310 Email: m_gabriela2004@yahoo.com	https://www.univapollonia.ro/departamentul-de-relatii-internationale/biroul-erasmus/
Kocaeli University Prof. Dr. Banu İNAN KARAGÜL **Erasmus Institutional Coordinator**		Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623033862 E-mail: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php
Departmental Coordinators of Journalism Assoc. Prof. Dr. Selma KOÇ Assoc. Prof. Dr. Aysel ÇETİNKAYA	**TR KOCAELI02**	selma.koc@kocaeli.edu.tr aysel.cetinkaya@kocaeli.edu.tr	
Departmental Coordinators of Public Relations Prof. Dr. İdil SAYIMER Res. Assist. Dr. Gülden ÖZKAN		sayimer84@yahoo.com gulden.ozkan@kocaeli.edu.tr	

1 Inter-institutional agreements can be signed by two or more higher education institutions
2 Higher Education Institutions have to agree on the period of validity of this agreement
3 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
5 Contact details to reach the senior officer in charge of this agreement and of its possible updates.
6 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)

[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, 1st, 2nd or 3rd] 7	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	RO IASI06	032	Public Relations	1,2,3	2 studentsx5 months	
RO IASI06	TR KOCAELI02	032	Public Relations	1,2,3	2 studentsx5 months	
TR KOCAELI02	RO IASI06	0321	Journalism	1,2,3	2 studentsx5 months	
RO IASI06	TR KOCAELI02	0321	Journalism	1,2,3	2 studentsx5 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.]*

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		032	Public Relations	2 staffx1 week	2 staffx1 week
		0321	Journalism	2 staffx1 week	2 staffx1 week
	TR KOCAELI02	032	Public Relations	2 staffx1 week	2 staffx1 week
		0321	Journalism	2 staffx1 week	2 staffx1 week

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 level8	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		Turkish	English	B1	B2
RO IASI06		English	French	B1 (language certification required)	B2 English/ Romanian (no certification required)

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7 1st: undergraduate , 2nd: master or 3rd: PhD

8 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

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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	15 JULY	15 DECEMBER
RO IASI06	**June 1**	**December 1**

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

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

Grading System of Receiving Institution

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 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=student-visa
RO IASI06	Assoc.Prof.Dr. Gabriela Mihalache m_gabriela2004@yahoo.com	https://www.univapollonia.ro/departamentul-de-relatii-internationale/biroul-erasmus/

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
	International Relations Unit	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=insurance

automatically provided. Information and assistance can be provided by the following contact points and information sources:
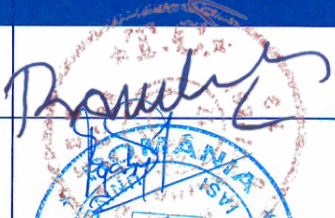
4. Housing
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accomodation
RO IASI06	**Assoc.Prof.Gabriela Mihalache,** 11 Pacurari street, 700511 IASI, Romania, Tel./Fax: +40-0232-210.310, E-mail: m_gabriela2004@yahoo.com	https://www.univapollonia.ro/departamentul-de-relatii-internationale/biroul-erasmus/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature9
TR KOCAELI02	**Prof. Dr. Banu İNAN KARAGÜL** Erasmus Institutional Coordinator	01/07/2022	
RO IASI06	Assoc.prof.Gabriela Mihalache **Rector**	30.06.2022	

9 Scanned signatures are accepted