



# Erasmus+ Programme

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

### Inter-institutional agreement 2019-20[21] 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
University of Ljubljana Faculty of Public Administration	SI LJUBLJA01	Faculty coordinator: Name: Ms Marija Sušnik, LL.M Tel: 00386 1 5805 530 E-mail: <a href="mailto:marija.susnik@fu.uni-lj.si">marija.susnik@fu.uni-lj.si</a> ; <a href="mailto:international@fu.uni-lj.si">international@fu.uni-lj.si</a>  University coordinator: <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a>	Website of the faculty: <a href="http://www.fu.uni-lj.si/en/">http://www.fu.uni-lj.si/en/</a>  Courses in English: <a href="http://www.fu.uni-lj.si/en/international-relations/exchange-programs/courses-in-english/">http://www.fu.uni-lj.si/en/international-relations/exchange-programs/courses-in-english/</a>  Website of the university: <a href="http://www.uni-lj.si/international_cooperation_and_exchange/">http://www.uni-lj.si/international_cooperation_and_exchange/</a>

<p>KOCAELI ÜNİVERSİTESİ</p> <p><b>Faculty of Economics and Administrative Sciences</b></p> <p>Labour Economics and Industrial Relations Department</p>	TR KOCAELI02	<p><b>Institutional Erasmus Coordinator:</b> Assoc.Prof.Dr.Banu INAN KARAGUL international@kocaeli.edu.tr +90(262) 303 38 44</p> <p><b>Department Coordinator:</b> Dr. Doga Basar SARIPEK +90(262)3031552 sariipek@kocaeli.edu.tr</p>	<p><a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a></p> <p><a href="http://ceei.kocaeli.edu.tr/#">http://ceei.kocaeli.edu.tr/#</a> <a href="http://ceei.kocaeli.edu.tr/dosyalar/ogrform/2016-2017-4-Yillik-Ders-Plani.pdf">http://ceei.kocaeli.edu.tr/dosyalar/ogrform/2016-2017-4-Yillik-Ders-Plani.pdf</a></p> <p><a href="http://ects.kocaeli.edu.tr/index.cfm?Dilid=1&amp;CFID=35598209&amp;CFTOKEN=6ea69b992a84056d-CCE62D0B-F04D-A240-218FFE206086C141">http://ects.kocaeli.edu.tr/index.cfm?Dilid=1&amp;CFID=35598209&amp;CFTOKEN=6ea69b992a84056d-CCE62D0B-F04D-A240-218FFE206086C141</a></p>
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## B. Mobility numbers<sup>2</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 Traineeships *
SI LJUBLJA01	TR KOCAELI02	041  0311 0314  0310	Business and administration (public administration) Economics / Sociology and cultural studies / Social and behavioural sciences /	1st, 2 <sup>nd</sup> , 3rd	10 (2 students x 5 months)	On individual basis

<sup>2</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>)

		0923 0920	Social work and counselling / Welfare			
TR KOCAELI 02	SI LJUBLJA01	041 0311 0314 0310 0923 0920	Business and administration (public administration) Economics / Sociology and cultural studies / Social and behavioural sciences / Social work and counselling / Welfare	1st, 2 <sup>nd</sup> , 3rd	10 (2 students x 5 months)	On individual basis

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

ISCED: <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 *
SI LJUBLJA01	TR KOCAELI02	to be determined		10 days (2 persons x 5 days)	5 days (1 person)
TR KOCAELI02	SI LJUBLJA01			10 days (2 persons x 5 days)	5 days (1 person)

### 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>3</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching

<sup>3</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>

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
SI LJUBLJA01		Slovene	English	B2	B2
TR KOCAELI02		TURKISH	ENGLISH	B1	B2

Students must present a language certificate of their Slovene or English language skills. Very good language skills refer to level B2 on the CEFR scale of the European Language Portfolio Levels.

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]*

*University of Ljubljana accepts students with disabilities after the consultations with Faculty International Offices.*

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
SI LJUBLJA01	The Faculty of Administration is offering only Spring term exchanges	November 15
TR KOCAELI02	30th June	15th December

2. The receiving institution will send its decision within 8 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.
4. 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. 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

University of Ljubljana: [http://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/incoming\\_students/](http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

### 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>

## 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
SI LJUBLJA01	<i>Incoming:</i> <a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a> Tel: 00 3861 2418592 <i>Outgoing</i> <a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a> Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/</a>
TR KOCAELI02	International Relations Unit  Phone: +90(262) 303 38 43-44  Email: <a href="mailto:intoffice@kocaeli.edu.tr">intoffice@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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	<u><a href="#">incoming</a></u> <u><a href="mailto:intern.office@uni-lj.si">intern.office@uni-lj.si</a></u> , Tel: 00 3861 2418592 <u><a href="#">outgoing</a></u> <u><a href="mailto:student.office@uni-lj.si">student.office@uni-lj.si</a></u> , Tel: 00 386 1 2418594	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_stu">http://www.uni-lj.si/international_cooperation_and_exchange/incoming_stu</a>
TR KOCAELI02	International Relations Unit  Phone: +90(262) 303 38 43-44  Email: <a href="mailto:intoffice@kocaeli.edu.tr">intoffice@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>

### 4. Housing

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

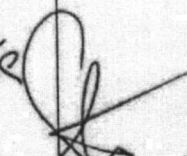

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
SI LJUBLJA01	<u><a href="mailto:Intern.Office@uni-lj.si">Intern.Office@uni-lj.si</a></u>  Tel: 00 3861 2418592	<a href="http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/">http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/</a>
TR KOCAELI02	International Relations Unit  Phone: +90(262) 303 38 43-44	Hotels : <a href="http://int.kocaeli.edu.tr/int/?Hotels=Yes">http://int.kocaeli.edu.tr/int/?Hotels=Yes</a>  Dorms : <a href="http://int.kocaeli.edu.tr/int/?Dorms=Yes">http://int.kocaeli.edu.tr/int/?Dorms=Yes</a>  Share an Apartment : <a href="http://int.kocaeli.edu.tr/int/?Accommodation=Yes">http://int.kocaeli.edu.tr/int/?Accommodation=Yes</a>



	Email: infooffice@kocaeli.edu.tr	
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

SI LJUBLJA01	<b>Prof. Dr. Janez Stare,</b> Dean of the Faculty of Public Administration by the Authorisation of the Rector	16.12. 2019	 
TR KOCAELI02	<b>Assoc. Prof. Dr. Banu INAN KARAGUN</b>  Erasmus Institutional Coordinator	14/01/2020	