



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

Inter-institutional agreement 2014-16
between programme countries
[Minimum requirements]¹

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)
Klaipeda State University of Applied Sciences	LT KLAIPED09	Institutional coordinator: Mrs Jurate Danieliene Head of International Relations Department Phone: +370 630 07720 E-mail: j.danieliene@kvk.lt	http://www.kvk.lt/index.php/lt/klaipeda-state-college
Kocaeli University Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TURKEY Phone: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	
Instructor Guven OZAL M.A. Erasmus Coordinator		Kocaeli Üniversitesi Gazanfer Bilge MYO / Karamürsel / TURKEY Phone: +902624544350 Fax: +902624541078 E-mail: guven@kocaeli.edu.tr guvenozal@yandex.com	http://gazanferbilge.kocaeli.edu.tr/en/index http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&Bolumid=4713&DipTur=2

B. Mobility numbers² 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 September in the preceding academic year.]

Student Mobility for Studies

FROM [Erasmus code of the sending]	TO [Erasmus code of the receiving]	Subject area code *	Subject area name	Study cycle	Number of student mobility periods
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¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 1st: undergraduate , 2nd: master or 3rd: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility agreements The International School for Postgraduate Studies must be contacted.

⁵ Total number of months of the study period.

⁶ Total number of days of teaching periods or average duration)

institution]	institution]	[ISCED]			Student Mobility for Studies	Student Mobility for Traineeships
TR KOCAELI02	LT KLAIPED09	0410	Business & Management Studies	First	5	25
LT KLAIPED09	TR KOCAELI02	0410	Business & Management Studies	First	5	25

Staff Mobility for Teaching and Training

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	Staff Mobility for Training
TR KOCAELI02	LT KLAIPED09	0410	To be discussed	1X5 hours	To be discussed
LT KLAIPED09	TR KOCAELI02	0410	To be discussed	1X5 hours	To be discussed

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	0410	Turkish	English	B1	B2
LT KLAIPED09		Lithuanian	English	B1	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. 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

Additional Requirements at Kocaeli University

It's compulsory for all incoming students to attend the orientation meeting held by International Relations Unit, Kocaeli University.

Klaipeda State University of Applied Sciences:

Enrolment only if up to 30 ECTS per semester.

Our ESN (Erasmus Student Network) mentors help all the incoming students to adapt at the University and daily life, and arrange various events.

⁷ Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

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>

⁹ B1 Language accreditation is recommended at undergraduate level and compulsory at master level.

¹⁰ 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	JULY	DECEMBER
LT KLAIPED09	June	November

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

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR KOCAELI02	SEPTEMBER - FEBRUARY	FEBRUARY - JUNE
LT KLAIPED09	SEPTEMBER - JANUARY	FEBRUARY - JUNE

4. 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.
5. Termination of the agreement: Each party reserves the right to extend, amend or terminate the inter-institutional agreement on the basis of reciprocity. In the event of unilateral termination of the agreement, either party should inform the other party in writing about its decision to discontinue the exchanges with a notice of at least one academic year, provided that such termination shall not affect the students nominated prior to the date of notification. 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

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 at Klaipeda State University of Applied Sciences

Local grade	ECTS grade
10 (excellent)	A
9 (very good)	B
8 (good)	C
7 (highly satisfactory)	D
6 (satisfactory);	E
5 (sufficient)	
4-1 (fail)	F

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
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TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
LT KLAIPED09	Ingrida Mazeikaite Specialist of International Relations Department Tel: +370 630 07736 E-mail: i.mazeikaite@kvk.lt	http://www.kvk.lt/index.php/lt/international-relations-department-menu

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: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
LT KLAIPED09	Ingrida Mazeikaite Specialist of International Relations Department Tel: +370 630 07736 E-mail: i.mazeikaite@kvk.lt	http://www.kvk.lt/index.php/lt/international-relations-department-menu

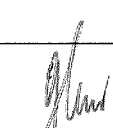
4. Housing

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: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
LT KLAIPED09	Ingrida Mazeikaite Specialist of International Relations Department Tel: +370 630 07736 E-mail: i.mazeikaite@kvk.lt	http://www.kvk.lt/index.php/lt/international-relations-department-menu

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature⁴
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator		
LT KLAIPED09	Gražina Markvaldienė Director	2014-12-09	

⁴ Scanned signatures are accepted