



UNIwersytet
IM. ADAMA MICKIEWICZA
W POZNANIU

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Uniwersytet im. Adama Mickiewicza w Poznaniu	PL POZNAN01	Institutional Coordinator – Tomasz Brańska, PH.D ERASMUS+ OFFICE IN INTERNATIONAL OFFICE - COLLEGIUM MINUS H. WIENIAWSKIEGO 1 , 61-712 POZNAN, POLAND Email: erasmus@amu.edu.pl	http://international.amu.edu.pl/home/home/erasmus-llp
Faculty of Political Science and Journalism		Faculty of Political Science and Journalism Erasmus+ Coordinator Prof. RADOSLAW FIEDLER - radoslaw.fiedler@amu.edu.pl Faculty of Political Science and Journalism Administrative contact mgr NATALIA PASTUCHA-KALLA - natalia.pastucha@amu.edu.pl Ul. Umultowska 89A PL -61-614 Poznań POLAND Tel +48 61 829 65 10 fax. +48 61 829 66 26	https://international.amu.edu.pl/amu-pie-short-courses2/amu-pie-short-courses

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.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Kocaeli Üniversitesi Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Ph.: +90 262 303 1332 Fax: +90 262 303 1044 E-mail: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Dr. Selma Koç Akgül Departmental Coordinator		Kocaeli Üniversitesi Umuttepe Kampüsü İletişim Fakültesi Gazetecilik Bölümü Kocaeli/Türkiye Ph.: +90 262 303 1814 Fax: +90 262 303 1802 E-mail: selma.koc@kocaeli.edu.tr	http://if.kocaeli.edu.tr/?p=departments&sub=1&lg=en

A. Information about higher education institutions

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Trainee ships *
TR KOCAELI02	PL POZNAN01	321	Journalism and reporting	1 st	2x5 months	—
				2 nd	1x5 months	
				3 rd	1x5 months	
PL POZNAN01	TR KOCAELI02	321	Journalism and communication science	1 st	2x5 months	—
				2 nd	1x5 months	
				3 rd	1x5 months	

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements

⁵ 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>)

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]	Subj ect area code * [ISCE D]	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	PL POZNAN01	321	Journalism and reporting	1x5 hours	—
PL POZNAN01	TR KOCAELI02	321	Journalism and reporting	1x5 hours	—

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	Langua ge of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommen ded level: B2]
TR KOCAELI02	Journalism and reporting	English		B1 (recommended)	
PL POZNAN01	Journalism and communicati	English	Polish	B1 ENGLISH (for classes taught in English)	B2

⁶ 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>

	on science			B1 POLISH (for classes taught in Polish)	
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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

PL POZNAN01:

Students who are nominated by University of Bergen university to study at Adam Mickiewicz University in Poznan should complete our on-line application form <http://incoming.amu.edu.pl>.

The processing of application takes some weeks. At all times nominated student will be able to check the status of his/her application online.

After completing all required data student should download a PDF file with his/her application form, Learning Agreement and Transcript of Records.

After the acceptance, student ought to print and sign the **application form**, deliver it to his/her home university to get coordinator's signature and send it to us together with the **Learning Agreement** and the **Transcript of Records**.

Application deadlines within which we should get the originals of your documents:

- 30th June - winter semester;
- 15th January - summer semester.

Documents should be sent to:

Erasmus Office, AMU International Relations Office

Wieniawskiego 1, 61-712 Poznań, Poland

[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
PL POZNAN01	30th June	15th January

[* 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>

PL POZNAN01:

Institution [Erasmus code]	Website for information
PL POZNAN01	A/5 EXCELLENT - outstanding performance B/4+ VERY GOOD - above the average standard with only minor errors C/4 GOOD - generally sound work with some minor errors D/3+ SATISFACTORY - fair but with a number of notable errors E/3 SUFFICIENT - fair but with significant shortcomings F/2 FAIL

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 13 24 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
PL POZNAN01	erasmus@amu.edu.pl	http://www.poznan.uw.gov.pl/en http://www.msz.gov.pl/en/travel_to_poland/entering_poland/

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=40D7F1CD0DDFBAD88607F7D8DB44EDEZ
PL POZNAN01	erasmus@amu.edu.pl	http://www.erasmus.org.pl/coming-poland-formal-issues https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st

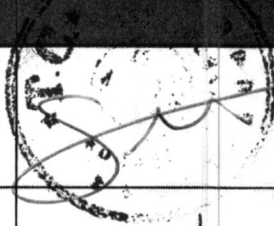

4. Housing

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
PL POZNAN01	erasmus@amu.edu.pl	http://erasmus.amu.edu.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	25 FEB 2014	
PL POZNAN01	Tomasz Brańka, PH.D Institutional Coordinator ERASMUS+ Adam Mickiewicz University in Poznan	21.02.2014	

⁷ Scanned signatures are accepted