



## Erasmus+ Programme

### Key Action 1

#### – Mobility for learners and staff –

#### Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup>

#### between programme countries

#### [Minimum requirements]<sup>3</sup>

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>4</sup> (email, phone)	Website (eg. of the course catalogue)
Wyższa Szkoła Informatyki i Zarządzania w Rzeszowie / University of Information Technology and Management (UITM)	PL RZESZOW03	Sucharskiego 2, 35-225 Rzeszów, Poland Tel.: +48 17 866 1306 Fax: +48 17 866 1312 <a href="mailto:mpekala@wsiz.rzeszow.pl">mpekala@wsiz.rzeszow.pl</a> <a href="mailto:ird@wsiz.rzeszow.pl">ird@wsiz.rzeszow.pl</a> <a href="mailto:adudzinska@wsiz.rzeszow.pl">adudzinska@wsiz.rzeszow.pl</a>	General website: <a href="http://www.wsiz.rzeszow.pl">www.wsiz.rzeszow.pl</a>
<b>Ms. Marta Pękala</b> University Coordinator for Erasmus+ International Relations Department			Erasmus Programme website: <a href="http://www.erasmusplus.wsiz.pl">www.erasmusplus.wsiz.pl</a>
<b>Ms. Anna Dudzińska</b> Director of International Relations Department			ECTS website: <a href="http://www.ects.wsiz.rzeszow.pl">www.ects.wsiz.rzeszow.pl</a>
Kocaeli University Assoc. Prof. Dr. Doğan Yüksel <b>Erasmus Institutional Coordinator</b>	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: <a href="mailto:dogan.yuksel@kocaeli.edu.tr">dogan.yuksel@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Erasmus school coordinator: Assist. Prof. Melike Akkaraca KÖSE, PhD.		Kocaeli Üniversitesi Arslanbey Kampusu Sivil Havacılık Yüksekokulu 41285 Kartepe Kocaeli, TURKEY Phone: +90 262 351 33 10 E-mail: <a href="mailto:melike.kose@kocaeli.edu.tr">melike.kose@kocaeli.edu.tr</a>	<a href="http://shyo.kocaeli.edu.tr/index.php/page/departman/35">http://shyo.kocaeli.edu.tr/index.php/page/departman/35</a> <a href="http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&amp;Bolumid=2505&amp;DipTur=1">http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&amp;Bolumid=2505&amp;DipTur=1</a>

## B. Mobility numbers<sup>5</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 *
PL RZESZOW 03	TR KOCAELI02	0388 (04.9)	Aviation Management	1 <sup>st</sup>	3 students (3x5)=15 months	Not applicable
TR KOCAELI02	PL RZESZOW 03	04.9	Aviation Management	1 <sup>st</sup>	3 students (3x5)=15 months	Not applicable

[\*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.]

<sup>5</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>)

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 *
PL RZESZOW0 3	TR KOCAELI02	To be confirmed	To be confirmed	1x1 week (min. 8 hrs of teaching)	1x1 week (min. 2 working days)
TR KOCAELI02	PL RZESZOW0 3	To be confirmed	To be confirmed	1x1 week (min. 8 hrs of teaching)	1x1 week (min. 2 working days)

### 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
PL RZESZOW0 3		EN	PL	English B2* according to CEFR	

<sup>6</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>

TR KOCAELI02		EN	TR	B1 or higher	B2	
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**Remarks: Based on the learning agreement (courses chosen) students need to hand in an official document from the HEI or respective institution, stating the required language level in EN Language.**

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

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

**PL RZESZOW03** : For admission to the University of Information Technology and Management in Rzeszow in the framework of the Erasmus+ programme, students must follow the application procedure published at the following webpage: [www.erasmusplus.wsiz.pl](http://www.erasmusplus.wsiz.pl). It's compulsory for all incoming students to attend the orientation meeting "Erasmus Welcome Days" held by International Relation Department.

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL RZESZOW03	Application Deadline: 30 July Approving Learning Agreements: 15 August Academic Calendar: October – beginning of February <i>NB: UITM offers only one-semester stay under Erasmus+ Programme</i>	Application Deadline: 30 November Approving Learning Agreements: 15 January Academic Calendar: mid-February – end of June
TR KOCAELI02	1 July	1 December

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

#### I. 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<sup>7</sup>. A link to a webpage*

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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.]

**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/kurum.cfm?Dilid=1&selection=056C8B83DEAB1EA0B053CC6A91A3C92A>

\* These grades are transferred into the highest equivalent grade at Kocaeli University. FX grades are regarded as "Conditional Pass" by Kocaeli University depending on the semester grade point average of a student.

**PL RZESZOW03** : Information on the UITM grading system is available at [www.erasmusplus.wsiz.pl](http://www.erasmusplus.wsiz.pl) as well as at <http://www.ects.wsiz.rzeszow.pl/en/Information-about-University,ECTS-Credit-Allocation-Based-on-the.html>

## 2. Visa

### [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
PL RZESZOW03		<a href="http://www.msz.gov.pl/en/travel%20to%20poland/entering%20poland/">http://www.msz.gov.pl/en/travel to poland/entering poland/</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@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
PL RZESZOW03	<p>Student from an EU/EEA member country is entitled to free health care on the basis of the European Health Insurance Card (EHIC) or in particular cases on the basis of a special certificate (e.g. insurance policy issued by a travel agent).</p> <p>The students from non-EU/EEA countries should purchase health insurance in their home country, before departure. In case of the ISIC or Euro&lt;26, insurance is included in the card and the student does not need to buy another one unless he/she wants to increase its scope or value.</p> <p>More:  <a href="http://www.ects.wsiz.rzeszow.pl/Informacje-dla-studentow,Opieka-zdrowotna.html">http://www.ects.wsiz.rzeszow.pl/Informacje-dla-studentow,Opieka-zdrowotna.html</a></p> <p><a href="https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st">https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st</a></p>	
TR KOCAELI02	<p>International Relations Unit  Phone: +90(262) 303 13 24  Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a></p>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=A232C244A92E14F825ADA97181F8BD7B">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=A232C244A92E14F825ADA97181F8BD7B</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
PL RZESZOW03	<p>Marta Pękala  (<a href="mailto:mpekala@wsiz.rzeszow.pl">mpekala@wsiz.rzeszow.pl</a>) in cooperation with "DS Hilton/DS Merkury"</p>	<a href="http://erasmusplus.wsiz.pl/en/home/international-incoming-students/accommodation-and-living-in-rzeszow">http://erasmusplus.wsiz.pl/en/home/international-incoming-students/accommodation-and-living-in-rzeszow</a>

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
PL RZESZOW03	<b>Prof. Tadeusz Pomianek, Ph. D., D. Sci.</b> President of the University of Information Technology and Management in Rzeszow	24.02.2015	<b>PRESIDENT</b> of the University of Information Technology and Management in Rzeszow <i>Tadeusz Pomianek, Ph. D., D. Sci.</i>
TR KOCAELI02	<b>Assoc. Prof. Dr. Doğan Yüksel</b> Erasmus Institutional Coordinator	26/02/2015	