

## Erasmus+ Programme

### Key Action 1

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

#### Inter-institutional agreement 2014- 2021 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 (email, phone)	Website (eg. of the course catalogue)
Akademia Polonijna w Częstochowie	PL CZESTOC03	<b>Erasmus coordinator:</b> ks. Prof. nzw. dr.hab. Andrzej Kryński, ul. Pułaskiego 4/6, PL-42-200 Częstochowa, ☎ +48-34-3684260, fax: +48-34-3249662, <a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a>  <b>Academic contact:</b> mgr Agnieszka Ciesielska Tel. <a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a>  tel +48 34 3684 226	<b>University's home page</b> <a href="http://www.ap.edu.pl">www.ap.edu.pl</a>  <b>Course Catalogue</b>  <a href="http://www.ap.edu.pl/art.php?id=1322568879,1326119756&amp;lang=pl">http://www.ap.edu.pl/art.php?id=1322568879,1326119756&amp;lang=pl</a>
Kocaeli University	TR KOCAELI 02	Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a> 0090 2623031332	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>  <a href="http://iibf.kocaeli.edu.tr/en/index.php">http://iibf.kocaeli.edu.tr/en/index.php</a>

#### B. Mobility numbers 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 January in the preceding academic year.

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
TR KOCAELI 02	PL CZESTOC03	041	Business Administration (broad programmes)	1st	2/10	
PL CZESTOC03	TR KOCAELI 02	041	Business and administration (broad programmes)	1st	2/10	

*[\*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 average days	Staff Mobility for Training/total number of average days
TR KOCAELI 02	PL CZESTOC03	041	Business and administration (broad programmes)	2/10	2/10
PL CZESTOC03	TR KOCAELI 02	041	Business and administration (broad programmes)	2/10	2/10

### 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	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level	
		1	2	Student Mobility for Studies	Staff Mobility for Teaching
TR KOCAELI 02		English		B2	C1
PL CZESTOC03		English		B2	C1

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 KOCAELI 02	July	December
PL CZESTOC03	September	January

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

2. :

TR KOCAELI 02: Will send its decision within 2 weeks

NL S-GRAVE13: Will send its decision within 2 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

In the event of unilateral termination, 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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

	PL CZESTOC03	TR KOCAELI 02
WWW for Incoming Students	<a href="http://www.ap.edu.pl">www.ap.edu.pl</a> ; <a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> tel +48 34 3684 226	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php">http://int.kocaeli.edu.tr/int/studentexchange.php</a>
WWW Course Catalogue	<a href="http://www.ap.edu.pl">www.ap.edu.pl</a> ; <a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> tel +48 34 3684 226	<a href="http://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AkademikBirimler.cfm?Dilid=58958A6C345811F13E63D4E048D96B42&amp;DipTurid=58958A6C345811F13E63D4E048D96B42">http://ogr.kocaeli.edu.tr/koubs/bologna/Genel/AkademikBirimler.cfm?Dilid=58958A6C345811F13E63D4E048D96B42&amp;DipTurid=58958A6C345811F13E63D4E048D96B42</a>
Housing <sup>2</sup>	<a href="http://www.ap.edu.pl/art.php?id=1322758840,1325597919&amp;lang=gb">http://www.ap.edu.pl/art.php?id=1322758840,1325597919&amp;lang=gb</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
Contact details	<a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> tel +48 34 3684 226	<a href="http://int.kocaeli.edu.tr/int/contact.php">http://int.kocaeli.edu.tr/int/contact.php</a>
WWW Visa Information <sup>3</sup>	<a href="http://www.ap.edu.pl">www.ap.edu.pl</a> ;	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
Contact details	<a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> tel +48 34 3684 226	<a href="http://int.kocaeli.edu.tr/int/contact.php">http://int.kocaeli.edu.tr/int/contact.php</a>
WWW Insurance Information <sup>4</sup>	<a href="http://www.ap.edu.pl">www.ap.edu.pl</a> ;	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
Contact details	<a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> tel +48 34 3684 226	<a href="http://int.kocaeli.edu.tr/int/contact.php">http://int.kocaeli.edu.tr/int/contact.php</a>
ECTS Users' Guide <sup>5</sup>		<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/kurum.cfm?Dilid=1&amp;selection=5D4A62A767503FF917F18D24CD684CBE">http://ogr.kocaeli.edu.tr/KOUBS/akts/kurum.cfm?Dilid=1&amp;selection=5D4A62A767503FF917F18D24CD684CBE</a>
WWW Students and	<a href="http://www.ap.edu.pl">www.ap.edu.pl</a> ;	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1">http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1</a>
Contact details	<a href="mailto:dwz@ap.edu.pl">dwz@ap.edu.pl</a> tel +48 34 3684 226	<a href="http://int.kocaeli.edu.tr/int/contact.php">http://int.kocaeli.edu.tr/int/contact.php</a>
	<a href="http://www.ap.edu.pl">www.ap.edu.pl</a> ;	

<sup>2</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>3</sup> 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 ECHE.

<sup>4</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>5</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage 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.

## **Grading systems of the institutions**

### ***Grading system of Akademia Polonijna w Częstochowie(PL CZESTOC03)***



The grading scale ranges from 2 to 5, in which 2 stands for "not satisfactory", 3 for "satisfactory", 3,5 for "satisfactory with plus" 4 for "good" 4,5 for "good with plus" and 5 for "excellent/very good".

### ***Grading system of Kocaeli University (TR KOCAELI02)***

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>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TR KOCAELI 02	<b>Prof. Dr. Serdal Pamuk</b> Erasmus Institutional Coordinator	17 DEC 2013	
PL CZESTOC03	<b>ks. prof. nzw. dr hab. Stanisław Łupiński</b> , Rector of Polonia University	14.12. 2013	

AKADEMIA POLONIJNA W CZĘSTOCHOWIE  
42-200 Częstochowa, ul. Pułaskiego 4/6

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Scanned signatures are accepted