



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2021-2022<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)
Kazimierz Wielki University, Bydgoszcz, Poland	PL BYDGOSZ01	Address: Chodkiewicza 30, 85-064 Bydgoszcz, Phone: +48 523419108 International Relations Office  contact persons: outgoing students Joanna Kalka erasmus@ukw.edu.pl  Incoming students and staff, outgoing staff Aleksandra Koperska-Kowalczyk akoperska@ukw.edu.pl	<a href="http://www.ukw.edu.pl">www.ukw.edu.pl</a> <a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a>
Kocaeli University  Assoc. Prof. Dr. Banu İNAN KARAGÜL  Erasmus	TR KOCAELI02	Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30 41380, İzmit/Kocaeli/TÜRKİYE  Tel: +902623033862 E-mail: international@kocaeli.edu.tr	<a href="http://int.kocaeli.edu.tr/index_en.php">http://int.kocaeli.edu.tr/index_en.php</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

Institutional Coordinator			
Assoc. Prof. Gülten DURSUN Department of Economics Erasmus Coordinator		Kocaeli Üniversitesi Umuttepe Yerleşkesi İİBF İktisat Bölümü 41380 Tel: +90 2623031566 E-mail: dgulten@kocaeli.edu.tr	<a href="http://iktisat.kocaeli.edu.tr/en/index.php">http://iktisat.kocaeli.edu.tr/en/index.php</a> <a href="https://ects.kocaeli.edu.tr">https://ects.kocaeli.edu.tr</a>

## B. Mobility numbers<sup>5</sup> 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 [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 BYDGOSZ01	TR KOCAELI02	0311	Economics	1 <sup>st</sup>	2 x 5	tbd
		049	Business administration and law	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5	tbd
		0312	Political Sciences/International Relations	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5	tbd
TR KOCAELI02	PL BYDGOSZ01	0311	Economics	1 <sup>st</sup>	2 x 5	tbd
		049	Business, administration and law	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5	tbd
		0312	Political Sciences/International Relations	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5	tbd

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 *
				[total number of days of teaching periods or	

<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>)



				average duration *)	
PL BYDGOSZ01	TR KOCAELI02	0311 049 0312	Economics Business, administrati on and law Political Sciences/In ternational Relations	3 x 5	3 x 5
TR KOCAELI02	PL BYDGOSZ 01	0311 049 0312	Economics Business, administrati on and law Political Sciences/In ternational Relations	3 x 5	3 x 5

### 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

<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>

PL BYDGOSZ01		English	Polish	English: B1	English: B2
TR KOCAELI02		English	Turkish	English: B1	English: B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

## D. Additional requirements

### PL BYDGOSZ01

Kazimierz Wielki University has facilities and services in place to assist students with disabilities and special needs. Please inform us in advance if any such assistance would be required or email [niepelnosprawni@ukw.edu.pl](mailto:niepelnosprawni@ukw.edu.pl) for more details.

## 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 BYDGOSZ01	Nomination and application deadline: 1 <sup>st</sup> June	Nomination and application deadline: 1 <sup>st</sup> November
TR KOCAELI02	15 JULY	15 DECEMBER

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

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 8 weeks after the assessment period has finished at the receiving HEI.
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

### 1. Grading systems of the institutions

#### PL BYDGOSZ01

<b>A</b>	<b>Excellent:</b> <i>outstanding performance with only minor errors</i>	<b>5,0</b>
<b>B</b>	<b>Very Good:</b> <i>above average standard but with some errors</i>	<b>4,5</b>
<b>C</b>	<b>Good:</b> <i>generally sound work with a number of notable errors</i>	<b>4,0</b>
<b>D</b>	<b>Satisfactory:</b> <i>fair but with significant shortcomings</i>	<b>3,5</b>
<b>E</b>	<b>Sufficient:</b> <i>performance meets the minimum criteria</i>	<b>3,0</b>
<b>F / FX</b>	<b>Fail:</b> <i>considerable further work is required</i>	<b>2,0</b>

### ***Kocaeli University grading system***

#### **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>

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
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PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl	<a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: <a href="mailto:international@kocaeli.edu.tr">international@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/index_en.php?enpages=page&amp;id=student-visa">http://int.kocaeli.edu.tr/index_en.php?enpages=page&amp;id=student-visa</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl	<a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: <a href="mailto:international@kocaeli.edu.tr">international@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/index_en.php?enpages=page&amp;id=Insurance">http://int.kocaeli.edu.tr/index_en.php?enpages=page&amp;id=Insurance</a>

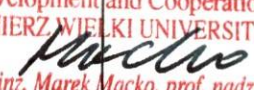

### **4. Housing**

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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl	<a href="http://www.erasmus.ukw.edu.pl">www.erasmus.ukw.edu.pl</a>
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: <a href="mailto:international@kocaeli.edu.tr">international@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/index_en.php?enpages=page&amp;id=accommodation">http://int.kocaeli.edu.tr/index_en.php?enpages=page&amp;id=accommodation</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL BYDGOSZ01	Marek Macko, PhD, Associate Professor  Vice-Rector for Development and Cooperation	25.01.2021	Vice-Rector for Development and Cooperation KAZIMIERZ WIELKI UNIVERSITY  dr hab. inż. Marek Macko, prof. nadzw.
TR KOCAELI02	Assoc. Prof. Dr. Banu İNAN KARAGÜL  Erasmus Institutional Coordinator	20/1/2021	Assoc. Prof. Dr. Banu İNAN KARAGÜL  Erasmus Relations Unit Coordinator

<sup>7</sup>Scanned signatures are accepted