Erasmus+

Erasmus+ Programme

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

Inter-institutional[1] agreement 2017-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
KOCAELI UNIVERSITESI 219929-EPP-1-2014-1-TR-EPPKA3-ECHE	TR KOCAELI02	**Institutional Coordinator:** Assoc. Prof. Dr. Doğan Yüksel dogan.yuksel@kocaeli.edu.tr Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE +902623033862 **Departmental Coordinator:** Sumeyya ILKIN sumeyya.ilkin@kocaeli.edu.tr +902623032249	Incoming students: http://int.kocaeli.edu.tr/int/ courses: http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&Bolumid=1307&DipTur=1#tab11 incoming staff : http://int.kocaeli.edu.tr/int/?Erasmus=StaffExchange

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

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

Politechnika Częstochowska (CZESTOCHOWA UNIVERSITY OF TECHNOLOGY) 43913-EPP-1-2014-1-PL-EPPKA3-ECHE	PL CZESTOC01	Institutional coordinator: Sebastian GOLDSZTAJN erasmus@adm.pcz.pl +48 34 3250 431 ul. Dąbrowskiego 69, room nr 3, 42-201 Częstochowa, POLAND	incoming students: www.pcz.pl/english/student courses: www.pcz.pl/english/courses
		Faculty coordinators: www.pcz.pl/english/coordinators	incoming staff: www.pcz.pl/english/staff

B. Mobility numbers[3] 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 2013]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
TR KOCAELI02	PL CZESTOC01	061	Information and Communication Technologies (ICTs)	1st 2nd	4 students x 6 months [24]	2 students
PL CZESTOC01	TR KOCAELI02	061	Information and Communication Technologies (ICTs)	1st 2nd	4 students x 6 months [24]	2 students

[*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 days of teaching periods or average duration *]	Staff Mobility for Training *
TR KOCAELI02	PL CZESTOC01	To be defined	To be defined	4 pers. x 5 days x 8h	2 pers. x 5 days
PL CZESTOC01	TR KOCAELI02	To be defined	To be defined	4 pers. x 5 days x 8h	2 pers. x 5 days

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[3] 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)

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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		Turkish	English	B1 (English)	B2 (English)
PL CZESTOC01		Polish	English	B1+ (English) B1+ (Polish)	B2 (English) B2 (Polish)

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

TR KOCAELI02:

PL CZESTOC01:

The Learning Agreement should be negotiated and agreed on by three sides – sending institution, receiving institution and the student - before student's arrival.
At the CUT the faculty's dean/vice-dean + both coordinators (faculty and institutional) will sign it.
Letter of Acceptance will be given by CUT not earlier than the Learning Agreement (students) or Mobility Agreement (staff) will be established.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please visit our website [links provided on the part A 1st / 2nd page] or contact the International Office: erasmus@adm.pcz.pl

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 CZESTOC01	31 AUGUST	31 JANUARY

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

TR KOCAELI02: ACADEMIC CALENDAR is updated and published on:

http://odb.kocaeli.edu.tr/dosyalar/kouogris_431.pdf

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[4] 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 CZESTOC01: ACADEMIC CALENDAR is updated and published on:
www.pcz.pl/english/calendar

2. After having received the nomination letter/email, application form with all enclosures and Learning Agreement by an e-mail at least, the letter of admission will be sent by PL CZESTOC01 within a max. of five 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.

4. Termination of the agreement

This agreement shall remain in force until the end of the Programme (2020/21). In case 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 2014 will only take effect as of 1 September 2014+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

TR KOCAELI02 - Grading Scale: 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 CZESTOC01 - Grading Scale: www.pcz.pl/english/grades

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 CZESTOC01	**NOT REQIRED for EU citizens** for Non-EU citizens, please contact: erasmus@adm.pcz.pl +48 34 3250 431	www.pcz.pl/english/visa

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:

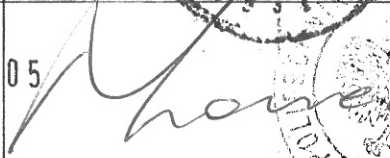| Instituti on [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	inerasmus@kocaeli.edu.tr +90(262) 303 13 24	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
PL CZESTOC01	erasmus@adm.pcz.pl +48 34 3250 431	www.pcz.pl/english/insurance

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:

Instituti on [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	inerasmus@kocaeli.edu.tr +90(262) 303 13 24	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A
PL CZESTOC01	erasmus@adm.pcz.pl +48 34 3250 431	www.pcz.pl/english/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	4 OCT 2017	
PL CZESTOC01	Maciej MROWIEC, CUT Professor Vice-Rector for Innovation and Development	2017 -10- 0 5	

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[5] Scanned signatures are accepted