



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement

2016/2017 – 2020/2021
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)
Państwowa Wyższa Szkoła Zawodowa im. Jana Grodka w Sanoku (Jan Grodek State Vocational Academy in Sanok)	PL SANOK01	Email: rektorat@pwsz-sanok.edu.pl phone: + 48 13 46 55 952 Academic contact: Erasmus+ Institutional Coordinator Marcin Owsiak address: ul. Mickiewicza 21 38-500 Sanok (Poland) e-mail: international@pwsz-sanok.edu.pl	www.pwsz-sanok.edu.pl/eng www.pwsz-sanok.edu.pl
Kocaeli University Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	TR KOCAELI02	Email: : international@kocaeli.edu.tr intoffice@kocaeli.edu.tr phone: +902623033862 Academic contact: Kocaeli Üniversitesi Umutepe Yerleşkesi Sosyal Tesisler No:30 41380, İzmit/Kocaeli/TÜRKİYE	http://int.kocaeli.edu.tr/int/

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.

Assoc. Prof. Dr. Gülten Dursun Department of Economics Erasmus Coordinator		Kocaeli Üniversitesi Umuttepe Yerleşkesi, İİBF, İktisat Bölümü 41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623031566 E-mail: dgulten@kocaeli.edu.tr gultendursun@hotmail.com	http://iktisat.kocaeli.edu.tr/en/index.php https://ects.kocaeli.edu.tr
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B. Mobility numbers³ 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 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 Traineeships *
TR KOCAELI02	PL SANOK01	0311	Economics	1st	2 students x 5 months	2 students x 2 months
PL SANOK01	TR KOCAELI02	0311	Economics	1st	2 students x 5 months	2 students x 2 months

[*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 SANOK01	0311	Economics	3 staff x 5 days	3 staff x 5 days

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>

PL SANOK01	TR KOCAELI02	0311	Economics	3 staff x 5 days	3 staff x 5 days
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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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL SANOK01		English	Polish	B1 English	B2 English
TR KOCAELI02	All subject areas	English	Turkish	B1 English	B2 English

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 SANOK01 - institution has 4 buildings adapted to welcome students and staff with disabilities.
TR KOCAELI02-

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 SANOK01	30 th of June	30 th of December
TR KOCAELI02	30 th of June	30 th of December

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

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

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

⁴For 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>

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."

PL SANOK01 Academic Calendar:

- a) Winter (1st) Semester: Usually from 1st week of October to last week of January.
- b) Summer (2nd) Semester: Usually from 3rd week of February to last week of June.

TR KOCAELI02 Academic Calendar:

- a) Winter (1st) Semester: Usually from 2nd week of September to last week of January.
- b) Summer (2nd) Semester: Usually from 1st week of February to 3rd week of June.

F. Information

1. Grading systems of the institutions

PL SANOK01: www.pwsz-sanok.edu.pl/eng

TR KOCAELI02: <http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1>

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL SANOK01	international@pwsz-sanok.edu.pl	www.pwsz-sanok.edu.pl
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr intoffice@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence

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 SANOK01	international@pwsz-sanok.edu.pl	www.pwsz-sanok.edu.pl
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr intoffice@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence


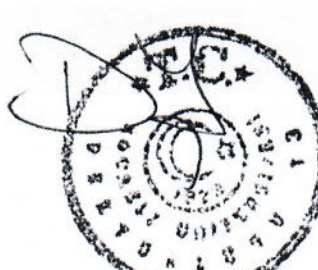
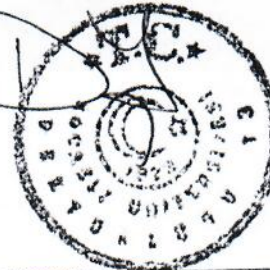
4. Housing

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 SANOK01	international@pwsz-sanok.edu.pl	www.pwsz-sanok.edu.pl
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr intoffice@kocaeli.edu.tr	Hotels : http://int.kocaeli.edu.tr/int/?Hotels=Yes Dorms : http://int.kocaeli.edu.tr/int/?Dorms=Yes Share an Apartment : http://int.kocaeli.edu.tr/int/?Accommodation=Yes

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
PL SANOK01	dr Grażyna Rogala-Pawelczyk, Vice Rector	04.10. 2017	 PROREKTOR ds. rozwoju i nauki dr Grażyna Rogala-Pawelczyk
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	26/09/2017	 

⁵ Scanned signatures are accepted