

Erasmus+ Programme



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

Inter-institutional¹ agreement for calls 2014-2020² 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

At the University of Szczecin all Erasmus+ agreements with HEIs in Programme Countries are signed and handled at the faculty level and **within the academic disciplines defined by the International Exchange Coordinator**. Faculties are responsible for their own Erasmus+ agreements and exchanges. Incoming exchange students can only study courses offered by the partner faculty unless otherwise agreed.

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
The University of Szczecin Faculty: Economics, Finance and Management Academic discipline(s) Economics and finance,	PL SZCZECI01	Erasmus Institutional Coordinator: Patrycja Garecka, International Office, al. Papieża Jana Pawła II 31, 70-453 Szczecin, tel +48 91 444 1058, fax +48 91 444 1184, e-mail : international@usz.edu.pl International Exchange Coordinator (discipline: Economics and Finance): Prof. US Agnieszka Majewska agnieszka.majewska@usz.edu.pl	Main catalogue: https://usz.edu.pl/ksztalcenie-na-us Courses in English: http://dsm.usz.edu.pl/en/study-programmes
Kocaeli University Faculty: Faculty of Economics and Administrative Sciences	TR KOCAELI02	Erasmus Institutional Coordinator: Assoc. Prof. Dr. Banu İNAN KARAGÜL Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No:30	http://int.kocaeli.edu.tr/index_en.php

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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Academic discipline(s) Economics		41380, İzmit/Kocaeli/TÜRKİYE Tel: +902623033862 E-mail: international@kocaeli.edu.tr International Exchange Coordinator: 1) Assoc. Prof. Gülten DURSUN Kocaeli Üniversitesi Umuttepe Yerleşkesi İİBF İktisat Bölümü 41380 Tel: +90 2623031566 E-mail: dgulten@kocaeli.edu.tr	http://iktisat.kocaeli.edu.tr/en/index.php https://ects.kocaeli.edu.tr
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B. Mobility numbers⁴ per 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 *
PL SZCZECI01	TR KOCAELI02	0311	Economics	1 st x 2 2 nd x 2	2 x 5=10 2 x 5=10	2 x 5=10 2 x 5=10
TR KOCAELI02	PL SZCZECI01	0311	Economics	1 st x 2 2 nd x 2	2 x 5=10 2 x 5=10	2 x 5=10 2 x 5=10

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 SZCZECI01	TR KOCAELI02	0311	Economics	2 x 5 days	1x5 days
TR KOCAELI02	PL SZCZECI01	0311	Economics	2 x 5 days	1x5 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:

⁴ 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>)

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Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL SZCZECIO1		English	Polish	B1	B2
TR KOCAELIO2		English	Turkish	B1	B2

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

(Optional clause:) Students and staff with disabilities are welcome to the Faculty in charge of this agreement at Szczecin University. Arrangements for the exchange have to be agreed on before nomination. The sending institution is responsible for covering all extra costs in connection with the exchange. Infrastructure to welcome students and staff with disabilities is provided upon earlier notice.

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 SZCZECIO1	Nomination: no later than 30 April, application no later than 31 May	Nomination: no later than 30 November, application no later than 31st December
TR KOCAELIO2	15 JULY	15 DECEMBER

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

- The receiving institution will send its decision within 8 weeks.
- 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.
- Termination of the agreement or changes in the data set above should be made by written notification before January 1st for the following academic year. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. A link to a webpage can be enough. The

⁵ 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>

⁶ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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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/index.cfm?Dilid=1>

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL SZCZECI01	International Office of the University of Szczecin international@usz.edu.pl	http://studenci.usz.edu.pl/regulamin-studiow https://studenci.usz.edu.pl/wp-content/uploads/Regulations-of-studies-at-the-University-of-Szczecin-1.pdf http://dsm.usz.edu.pl/grades/
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accomodation

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 SZCZECI01	International Office of the University of Szczecin international@usz.edu.pl	https://www.gov.pl/web/diplomacy/visas https://secure.e-konsulat.gov.pl/
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=student-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

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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 SZCZECIO1	International Office of the University international@usz.edu.pl	Student insurance: http://dsm.usz.edu.pl/practical-information/health-insurance
TR KOCAELIO2	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL SZCZECIO1	International Office of the University international@usz.edu.pl	https://dsm.usz.edu.pl/en/home-page/
TR KOCAELIO2	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accommodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL SZCZECIO1	Faculty coordinators: Discipline: Economics and finance Prof. US Agnieszka Majewska	30.02.2021	KOORDYNATOR DS. WYMIANY MIĘDZYNARODOWEJ <i>A. Majewska</i> dr hab. Agnieszka Majewska, prof. US

⁷ Scanned signatures are accepted

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TR KOCAELI02	Assoc. Prof. Dr. Banu İNAN KARAGÜL Erasmus Institutional Coordinator	11/02/24	<i>Banulir</i>
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