



- 1582 -

# Erasmus+ Programme

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

## Inter-institutional<sup>1</sup> agreement 2018-2021 between programme countries

### [Minimum requirements]<sup>2</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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
West Pomeranian University of Technology, Szczecin Faculty of Civil Engineering and Architecture	PL SZCZECI02	Departmental Coordinator: Dr Andrzej Pozlewicz Al. Piastów 50, 70-311 Szczecin T: +48 91 449 4201 andrzej.pozlewicz@zut.edu.pl  Erasmus Coordinator: Agata Bruska Department of Educational Matters al. Piastów 17, 70-310 Szczecin T: +48 91 449 4780 international@zut.edu.pl	<a href="http://www.erasmusplus.zut.edu.pl/eng/international-students.html">www.erasmusplus.zut.edu.pl/eng/international-students.html</a>
Kocaeli University Assoc. Prof. Dr. Banu İnankaragül Erasmus Institutional Coordinator	TR KOCAELI02	Uluslararası İlişkiler Birimi, Kocaeli Üniversitesi Umutepe Yerleşkesi Sosyal Tesisler No:30, 41380 İzmit/Kocaeli/TÜRKİYE  Tel: +902623031332 Fax: +902623031044 E-mail: intoffice@kocaeli.edu.tr	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Asst.Prof.Dr. Hakan Erdoğan Dept.of Civil Eng. Erasmus Coordinator		Kocaeli University Umutepe Campus Dept. of Civil Engineering 41380 İzmit/Kocaeli/TÜRKİYE  Tel: +902623033276 E-mail: hakan.erdogan@kocaeli.edu.tr	<a href="http://ogr.kocaeli.edu.tr/kouubs/bologna/index.cfm">http://ogr.kocaeli.edu.tr/kouubs/bologna/index.cfm</a>

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

## A. Information about higher education institutions

### B. Mobility numbers<sup>4</sup> 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]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] 5	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 SZCZECI02	582	Civil engineering	1 <sup>st</sup>	3x12 months	
PL SZCZECI02	TR KOCAELI02	582	Civil engineering	1 <sup>st</sup>	3x12 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 SZCZECI02	582	Civil engineering	2 x 7 days	
PL SZCZECI02	TR KOCAELI02	582	Civil engineering	2 x 7 days	

<sup>4</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>)

<sup>5</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD

### 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]
TR KOCAELI02		Turkish	English	B1	B1
PL SZCZECI02		English	Polish	B2	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

#### PL SZCZECI02:

Guide for incoming students: [www.erasmusplus.zut.edu.pl/eng/international-students.html](http://www.erasmusplus.zut.edu.pl/eng/international-students.html)

Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Some rooms accessible to wheelchairs are available in one of the student houses.

### 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 KOCAELI02	JULY	DECEMBER
PL SZCZECI02	31 May	30 November

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

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<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://europa.europa.eu/en/resources/european-language-levels-cefr>

## F. Information

### 1. Grading systems of the institutions

#### 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>

#### PL SZCZECI02

**Grading Scale** at the West Pomeranian University of Technology, Szczecin. The following scale is used for all types of evaluations/examinations:

Former ECTS grade	description	mark	Polish	English equivalent
A	an excellent performance	5,0	bardzodobry	excellent
B	an above average performance (with some minor mistakes)	4,5	dobry plus	very good
C	an above average performance (generally sound work with some notable errors)	4,0	dobry	good
D	an average performance	3,5	dostateczny plus	fair
E	a performance meets the minimum criteria in spite of its shortcomings	3,0	dostateczny	satisfactory
F, FX	a performance does not meet the minimum criteria	2,0	niedostateczny	unsatisfactory / fail

### 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: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
PL SZCZECI02	Department of Educational Matters - International Cooperation <a href="mailto:international@zut.edu.pl">international@zut.edu.pl</a> T: +48 91 449 4780	<a href="http://www.erasmusplus.zut.edu.pl/eng/international-students.html">www.erasmusplus.zut.edu.pl/eng/international-students.html</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>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ects.kocaeli.edu.tr/index.cfm?Dilid=1">http://ects.kocaeli.edu.tr/index.cfm?Dilid=1</a>
<b>PL SZCZECI02</b>	Department of Educational Matters - International Cooperation <a href="mailto:international@zut.edu.pl">international@zut.edu.pl</a> T: +48 91 449 4780	<a href="http://www.erasmusplus.zut.edu.pl/eng/international-students.html">www.erasmusplus.zut.edu.pl/eng/international-students.html</a>

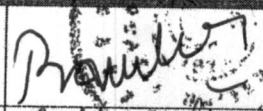
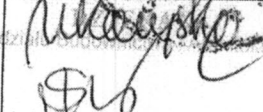

#### 4. Housing

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>TR KOCAELI02</b>	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ects.kocaeli.edu.tr/index.cfm?Dilid=1">http://ects.kocaeli.edu.tr/index.cfm?Dilid=1</a>
<b>PL SZCZECI02</b>	Department of Educational Matters - International Cooperation <a href="mailto:international@zut.edu.pl">international@zut.edu.pl</a> T: +48 91 449 4780	<a href="http://www.erasmusplus.zut.edu.pl/eng/international-students.html">www.erasmusplus.zut.edu.pl/eng/international-students.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
<b>TR KOCAELI02</b>	Assoc.Prof.Dr. Banu İnanKaragül Erasmus Institutional Coordinator	28/11/2017	
<b>PL SZCZECI02</b>	dr hab. inż. Maria Kaszyńska, prof. ZUT, Dean of the Faculty  dr hab. inż. Bożena Śmiałkowska, prof. ZUT Vice-Rector for Educational Matters	24.11.2017	 

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