



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional agreement 2014-2021
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 ¹ (email, phone)	Website (eg. of the course catalogue)
Karabuk University	TR KARABUK01	Lect.Oya Onalan LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalan@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
Collegium Civitas	PLWarszaw35	Dr Paulina Codogni Vice Rector for International Cooperation paulina.codogni@collegium.edu.pl International Office Coordinator international@collegium.edu.pl + 48 226567175 +48 226567195	www.civitas.edu.pl/welcome

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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 November 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 KARABUK01	PLWarsza w35	313	Political Sciences	1,2	2 X 10	
PLWarsza w35	TR KARABUK01	313	Political Sciences	1,2	2 X 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 *
TR KARABUK01	PLWarszaw 35	313	Political Sciences	1	1
PLWarszaw 35	TR KARABUK01	313	Political Sciences	1	1

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:

² 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>

Receiving Institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of Instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01		English	Turkish	B1 English	B2 English
PLWarszaw35	313	English	Polish	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

PLWarszaw35 – in case additional information is required please contact with the International Office Coordinator: international@collegium.edu.pl / +48 22 6567195

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 KARABUK01	May31th	October31th
PLWarszaw35	August 20	December 20

2. Students have to apply in our online application system and follow all requirements in that.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
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.

³ 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>

F. Information

1. Grading systems of the institutions

TR KARABUKU1:

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter	Grading	Grading
	Equivalent	in 100	in 4.00
A	A1	90-100	4.00
B	A2	80-89	3.50
C	B1	70-79	3.00
D	B2	65-69	2.75
E	C	60-64	2.50
	G		0
FX	F3		
F	F1		
	F2		
	K		

Failing Grades:

- 1) F1: is given to students who do not fulfill the requirements for attendance, and who do not have right to take the final or makeup examination, coefficient is zero.
- 2) F2: is given to students who attend the classes regularly, but do not take the final or makeup examinations, coefficient is zero.
- 3) F3: is given to students who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is
- 4) K: is given to students who fail the course. It is for non-credit courses
- 5) G: Pass (Out of Grade)

ECTS SYSTEM	KBU GRADING SYSTEM					
	Master's Degree			Doctorate's Degree		
Letter Grades	Letter	Grading	Grading	Letter	Grading	Grading
	Equivalent	in 100	in 4.00	Equivalent	in 100	in 4.00
A	AA	95-100	4.00	AA	95-100	4.00
B	BA	85-94	3.50	BA	85-94	3.50

C	BB	75-84	3.00	BB	75-84	3.00
D	CB	65-74	2.50			
E	G		0	G		0
FX	F1			F1		
F	F2			F2		
	F3			F3		
	K/E			K/E		

Collegium Civitas PLWarsaw35				
Description of the institutional grading scale.				
Studies in English Department				
<i>Students' achievement reflected in %</i>	<i>Grade</i>	<i>Local definition in Polish</i>	<i>Local definition in English</i>	<i>Grade description</i>
94-100 %	5,5	celujący	excellent	Outstanding performance. Grade given only to students of superior ability and attainment.
87-93.99 %	5	bardzo dobry	very good	Above the average standards but with some, not significant errors. Grade given only to students who are well above average.
80-86.99 %	4,5	dobry plus	better than good	Generally sound work with some errors. Grade given to students who are above average, but not in the highest group.
70-79.99 %	4	dobry	good	Generally sound work with some shortcomings
60-69.99 %	3,5	dostateczny plus	better than satisfactory	Fair but with significant shortcomings.
50-59.99 %	3	dostateczny	satisfactory	Performance meets the minimum criteria. Poor but passing.
<50%	2	niedostateczny	failure	Considerable further work required.
over 50%	zal	zaliczenie	pass	(non-graded credit) Used to indicate a pass in a course for which a full range of grades is not available. That is, the only possible outcomes are pass or fail.
<50%	nzal	nizaliczenie	failure	

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	Website for information
TR KARABUK01		http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PLWarsaw35	international@collegium.edu.pl	www.civitas.edu.pl/visa_requirements

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	Website for information
TR KARABUK01		http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PLWarszaw35	international@collegium.edu.pl	

4. **Housing** 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
PLWarszaw35		www.civitas.edu.pl/hall_of_residence_en
TR KARABUK01		http://www.alkalemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-liz-grenci-yurtlari-yurdu http://karabukevim.com/?page_id=8 https://plus.google.com/108928705950560992220/about?gl=tr&hl=tr https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr http://beyazincisafanbolu.com/index.php?islem=iletisim http://www.karabukcelebjikizurdu.com/iletisim.html http://www.avvazlaryurt.com/iletisim.asp Boys: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-grenci-yurtlari-yurdu https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr http://www.pansyonadres.com/iletisim.html https://plus.google.com/10864163779944114075/about?gl=tr&hl=tr

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR KARABUK01	Prof.Dr.Burhanettin Uysal Rector	04.03.2014	
PLWarszaw35	Dr Paulina Codogni Vice Rector for International Cooperation	13. III 2014	

⁴ Scanned signatures are accepted