



# 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
Karabuk University	TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalın@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
KOSZALIN UNIVERSITY OF TECHNOLOGY	PL KOSZALI01	<b>Institutional Coordinator:</b> <a href="mailto:tadeusz.hryniewicz@tu.koszalin.pl">tadeusz.hryniewicz@tu.koszalin.pl</a> +48 94 3478244 <b>Mechanical Engineering Departmental Coordinator:</b> <a href="mailto:maciej.majewski@tu.koszalin.pl">maciej.majewski@tu.koszalin.pl</a> +48 94-3478-352 <b>English Philology Departmental Coordinator:</b> <a href="mailto:anna.hajek@tu.koszalin.pl">anna.hajek@tu.koszalin.pl</a> +48 94-3439-127 <b>Outgoing students:</b> <a href="mailto:egbalasz@tu.koszalin.pl">egbalasz@tu.koszalin.pl</a> +48 94 3478655 <b>Incoming students, staff</b> <a href="mailto:diana.drewczynska@tu.koszalin.pl">diana.drewczynska@tu.koszalin.pl</a> +48 94 3478692	<a href="http://www.tu.koszalin.pl/eng">http://www.tu.koszalin.pl/eng</a> <a href="http://www.tu.koszalin.pl">http://www.tu.koszalin.pl</a>

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

## B. Mobility numbers<sup>2</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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	PL KOSZALI01	0715	Mechanics and metal trades	1 <sup>st</sup> , 2 <sup>nd</sup>	10students*5mon ths	-
		023	Languages	1 <sup>st</sup>	4students*5mont hs	-
PL KOSZALI01	TR KARABUK01	0715	Mechanics and metal trades	1 <sup>st</sup> , 2 <sup>nd</sup>	10students*5mon ths	-
		023	Languages	1 <sup>st</sup>	4students*5mont hs	-

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	PL KOSZALI01	0715	Mechanics and metal trades	2x5days	2x5days
		023	Languages	2x5days	2x5days
PL KOSZALI01	TR KARABUK01	0715	Mechanics and metal trades	2x5days	2x5days
		023	Languages	2x5days	2x5days

<sup>2</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>)

## 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>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01	PL KOSZALI01	English	Turkish	B1 English	B2 English
PL KOSZALI01	Mechanics and metal trades	Polish	English	B1 Polish or B1 English <sup>4</sup>	B2 Polish or B2 English
	Languages	English (B1)	Polish Spanish Swedish	B1 English B1 Polish B1 Spanish B1 Swedish	B2 Polish or 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

### Additional requirements at Koszalin University of Technology

Documents required at Koszalin University of Technology: <http://tu.koszalin.pl/art/528>

- ✓ Learning Agreement ,
- ✓ Application Form,
- ✓ Accommodation Form (optional).

Koszalin University of Technology has the infrastructure to welcome students and staff with disabilities: <http://www.tu.koszalin.pl/art/273>

<http://www.tu.koszalin.pl/kat/228>

## 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
PL KOSZALI01	15 <sup>th</sup> June	15 <sup>th</sup> December

<sup>3</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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>4</sup> B1 Polish or B1 English is compulsory.

2. Students have to apply in our online application system and follow all requirements in that/ The receiving institution (Koszalin University of Technology) will send its decision within 5 weeks after deadlines.
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  
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.

## F. Information

### 1. Grading systems of the institutions

#### TR KARABUK01:

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 F3 K/E			F2 F3 K/E		

### Grading scale at Koszalin University of Technology

<i>local grade</i>	<i>ECTS grade</i>	<i>definition</i>
5	A	very good
4,5	B	better than good
4	C	good
3,5	D	satisfactory
3	E	sufficient
2	F/FX	failed

## 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	Kerim TANIŞ <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a> 00903704336687 00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
PL KOSZALI01	<a href="mailto:diana.drewczynska@tu.koszalin.pl">diana.drewczynska@tu.koszalin.pl</a> ; +48 94 3478692	Erasmus student guide: <a href="http://www.tu.koszalin.pl/art/528">http://www.tu.koszalin.pl/art/528</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:



Institution [Erasmus code]	Contact details	Website for information
TR KARABUK01	Kerim TANIŞ kerimtanis@karabuk.edu.tr 00903704336687 00903704336697	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
PL KOSZALI01	<a href="mailto:diana.drewczynska@tu.koszalin.pl">diana.drewczynska@tu.koszalin.pl</a> ; +48 94 3478692	<a href="http://www.tu.koszalin.pl/art/274">http://www.tu.koszalin.pl/art/274</a>

**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
PL KOSZALI01	<a href="mailto:diana.drewczynska@tu.koszalin.pl">diana.drewczynska@tu.koszalin.pl</a>  +48 94 3478692	<a href="http://akademiki.tu.koszalin.pl">http://akademiki.tu.koszalin.pl</a>
TR KARABUK01		<a href="http://www.altinkalemkarabuk.com/iletisim.html">http://www.altinkalemkarabuk.com/iletisim.html</a> <a href="http://www.cebioglugrup.com/tr/contact/">http://www.cebioglugrup.com/tr/contact/</a> Girls: <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/oz-el-kiz-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/oz-el-kiz-ogrenci-yurtlari-yurdu</a> <a href="http://karabukevim.com/?page_id=8">http://karabukevim.com/?page_id=8</a> <a href="https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr">https://plus.google.com/108928705950560992220/about?gl=tr&amp;hl=tr</a> <a href="https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr">https://plus.google.com/110378798161805439942/about?gl=tr&amp;hl=tr</a> <a href="http://beyazincisafraanbolu.com/index.php?islem=iletisim">http://beyazincisafraanbolu.com/index.php?islem=iletisim</a> <a href="http://www.karabukcelebikizyurdu.com/iletisim.html">http://www.karabukcelebikizyurdu.com/iletisim.html</a> <a href="http://www.ayvazlaryurt.com/iletisim.asp">http://www.ayvazlaryurt.com/iletisim.asp</a> Boys: <a href="http://www.yurtlarburada.com/karabuk/de/yurtlar/oz-el-erkek-ogrenci-yurtlari-yurdu">http://www.yurtlarburada.com/karabuk/de/yurtlar/oz-el-erkek-ogrenci-yurtlari-yurdu</a> <a href="https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr">https://plus.google.com/101993924644974471698/about?gl=tr&amp;hl=tr</a> <a href="https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr">https://plus.google.com/117447428061025925248/about?gl=tr&amp;hl=tr</a> <a href="http://www.pansiyonadres.com/iletisim.html">http://www.pansiyonadres.com/iletisim.html</a> <a href="https://plus.google.com/10864163779944114075/about?gl=tr&amp;hl=tr">https://plus.google.com/10864163779944114075/about?gl=tr&amp;hl=tr</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
TR KARABUK01	Prof.Dr.Burhanettin Uysal Rector		
PL KOSZALI01	Prof. Tadeusz Bohdal DSc PhD, <b>RECTOR</b>	27.05. 2014	

<sup>5</sup> Scanned signatures are accepted



T.C.  
**KARABÜK UNIVERSITY RECTORSHIP**  
**International Relations Office**

*Marlowa İletildi*

Number: 92299322-030.01 / 344

21.05.2014

Subject: Anlaşmalar

**KOSZALIN UNIVERSTY OF TECHNOLOGY**  
**(Sniadeckich 2,PL 75-453 Koszalin,POLAND)**

Please find enclosed signed and sealed two original ERASMUS+ Agreements. Could you please send one back after getting them signed and sealed.

Respectfully submitted.

Prof. Dr. Burhanettin UYSAL  
Rector

**Annex:**

1 - Erasmus+ Agreement.





# Erasmus+ Programme

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

## Inter-institutional 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 (email, phone)	Website
<b>Politechnika Koszalińska - PL KOSZALI01</b> <b>(Koszalin University of Technology)</b>			
Politechnika Koszalińska	PL KOSZALI01	Faculty Coordinator Igor Maciejewski, Ph.D D.Sc Faculty of Technology and Education (Mechatronics; Materials Science and Engineering) Śniadeckich Street 2 75-453 Koszalin, Poland e-mail: igor.maciejewski@tu.koszalin.pl	Faculty's website: <a href="http://wtc.tu.koszalin.pl/gng/cat/413">wtc.tu.koszalin.pl/gng/cat/413</a>
Politechnika Koszalińska	PL KOSZALI01	Institutional Coordinator Assoc. Prof. Krzysztof Rokosz, Ph.D D.Sc Racławicka Street 15-17 75-620 Koszalin, Poland Phone: +48 34 78 354	<a href="http://www.tu.koszalin.pl/gr/528">www.tu.koszalin.pl/gr/528</a>

## B. Mobility numbers<sup>1</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> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
PL KOSZALI01	TR KARABUK01	07-071	-Mechatronics	1st	4 students x 5 months	
			-Materials Science and Engineering	1st	4 students x 5 months	
TR KARABUK01	PL KOSZALI01	07-071	-Mechatronics	1st	4 students x 5 months	
			-Materials Science and Engineering	1st	4 student x 5 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	TO	Subject	Subject	Number of staff mobility periods
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<sup>1</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional)\*

<http://www.unesco.org/education/Pages/international-standard-classification-of-education.aspx>

PL KOSZALI01	<p>Documents required at Koszalin University of Technology:</p> <p><a href="http://www.tu.koszalin.pl/art/528">www.tu.koszalin.pl/art/528</a></p> <ul style="list-style-type: none"> <li>✓ Learning Agreement,</li> <li>✓ Application Form,</li> <li>✓ Accommodation Form (optional)</li> </ul> <p>Koszalin University of Technology has the infrastructure to welcome students and staff with disabilities: <a href="http://www.tu.koszalin.pl/kat/228">http://www.tu.koszalin.pl/kat/228</a></p>
TR KARABUK01	<p>Documents required at Karabuk University:</p> <p><a href="http://uluslararasi.karabuk.edu.tr/hayathoyu/belgeler-formlar.htm">http://uluslararasi.karabuk.edu.tr/hayathoyu/belgeler-formlar.htm</a></p> <ul style="list-style-type: none"> <li>✓ Learning Agreement,</li> <li>✓ Application Form,</li> </ul>

## 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 KOSZALI01	15 June	15 December
TR KARABUK01	May31th	October31th

2. The receiving institution

PL KOSZALI01 will send its decision within **4-5 weeks** after submitting all required documents.

TR KARABUK01 will send its decision within 4 weeks after submitting all required documents.

3. Issue of the **Transcript of Records**

PL KOSZALI01: 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 Higher Education Institution (HEI).

TR KARABUK01: 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 Higher Education Institution (HEI).

4. Termination of the agreement

ECTS SYSTEM	KBU GRADING SYSTEM			
	Assoc. & Bachelor's Degree			
Letter Grades	Letter Equivalent	Grading in 100	Grading in 4.00	
Failing 1) F1 is None 2) F2 is regularly, 3) F3 is regularly, which 4) K is non- 5) G	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	G		0
	FX	F3		
F	F1			
	F2			
	K			

Grades:

given to students who do not follow the requirements for attendance, and who do not right to take the final or makeup examination, coefficient is zero.

given to students who attend the classes but do not take the final or makeup examinations, coefficient is zero.

given to students who attend the classes take the final or makeup examinations, but percentage of the exam is

given to students who fail the course. it is for credit courses

Pass (Out of Grade)

ECTS SYSTEM	KBU GRADING SYSTEM					
	Master's Degree			Doctorate's Degree		
Letter Grades	Letter Equivalent	Grading in 100	Grading in 4.00	Letter Equivalent	Grading in 100	Grading 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		
	F2			F2		
F	F3			F3		
	K/E			K/E		

## 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

	00903704336697 <a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
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#### 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	Website for information
PL KOSZALI01	<p><a href="http://www.tu.koszalin.pl/art/270">http://www.tu.koszalin.pl/art/270</a></p> <p>Contact: Mgr Diana Wojtewicz International Cooperation Office e-mail: <a href="mailto:diana.drewczynska@tu.koszalin.pl">diana.drewczynska@tu.koszalin.pl</a> phone: +48 94 34 78 692</p>	
TR KARABUK01	<p>Kerim TANIŞ</p> <p><a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a></p> <p>00903704336687 00903704336697 <a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a></p>	