



KARABUK
UNIVERSITY

Erasmus + Programme

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

Inter-institutional agreement 2017-2021 **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 (eg. of the course catalogue)
KARABUK UNIVERSITY	TR KARABUK01	Lect. Oya ÖNALAN International Relations Institutional Coordinator Phone: + 90 370 433 6687 Fax : + 90 370 4336697 E-mail: oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
WYŻSZA SZKOŁA BIZNESU W DĄBROWIE GÓRNICZEJ THE UNIVERSITY OF DĄBROWA GÓRNICZA POLAND	PL DĄBROWA01	Prof. Katarzyna Szczepańska-Woszczyna, Vice-Rector for International Relations, ul. Cieplaka 1c, 41-300 Dąbrowa Górnicza, Poland Tel: +48 32 295 83 40; Fax: +48 32 295 93 44; E-mail: kszczepanska@wsb.edu.pl	http://www.wsb.edu.pl/wsb-english,m,en,324 http://www.wsb.edu.pl/facul

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		Paweł Urgacz – Director of International Office <u>purgacz@wsb.edu.pl</u> Dominika Czerniak - International Relations/ERASMUS Coordinator <u>dczerniak@wsb.edu.pl</u>	<u>ties,m,en,1304</u>
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B. Mobility numbers¹ 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 KARABUK01	PL DABROWA01	041	Business and administration	1 st , 2 nd	2x5 months=10 months	2 x 3 months
		061	Information and Communication Technologies	1 st , 2 nd	2x5 months=10 months	2 x 3 months
		0311	Economics	1 st , 2 nd	2x5 months=10 months	2 x 3 months
		316	International Relations	1 st , 2 nd	2x5 months=10 months	2 x 3 months
PL DABROWA01	TR KARABUK01	041	Business and administration	1 st , 2 nd	2x5 months=10 months	2 x 3 months
		061	Information and Communication Technologies	1 st , 2 nd	2x5 months=10 months	2 x 3 months
		0311	Economics	1 st , 2 nd	2x5 months=10 months	2 x 3 months
		316	International Relations	1 st , 2 nd	2x5 months=10 months	2 x 3 months

¹ 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>)

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 DABROWA01	041	Business and administration	1 x 5 days	1 x 5 days
		061	Information and Communication Technologies	1 x 5 days	1 x 5 days
		0311	Economics	1 x 5 days	1 x 5 days
		316	International Relations	1 x 5 days	1 x 5 days
PL DABROWA01	TR KARABUK01	041	Business and administration	1 x 5 days	1 x 5 days
		061	Information and Communication Technologies	1 x 5 days	1 x 5 days
		0311	Economics	1 x 5 days	1 x 5 days
		316	International Relations	1 x 5 days	1 x 5 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:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]

TR KARABUK01		Turkish	English	B1 Turkish or English	B2 Turkish or English
PL DABROWA01		Polish	English	B1 Polish or English	B2 Polish or English

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

PL DABROWA01: Premises of the Academy of Business are adjusted to the needs of the disabled. Students and staff with vision and hearing impairment or limb dysfunction are supported with specialized software including Braille notebooks and printers, specialized keyboards, portable devices reading e-books, software converting text files into mp3 files etc.

TR KARABUK01: <http://ubys.karabuk.edu.tr/bologna/index-en.aspx>

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 DABROWA01	May 31st	November 30th

2. The receiving institution will send its decision within **3** weeks.
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

This agreement will take effect in the **2017** academic year being valid for a period of **5** years, and will be tacitly renewed for further identical periods.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

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Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.
- II. Termination of the agreement will not be penalised.

"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

PL DABROWA01: At the University of Dąbrowa Górnicza credits are according to the European Credit Transfer System (ECTS). More information about the academic credit grading system can be found on: <http://www.wsb.edu.pl/index.php?p=m&idg=en,2161,2170>

TR KARABUK01:

ECTS SYSTEM		KBU GRADING SYSTEM	
Letter Grades	Assoc. & Bachelor's Degree		
	Letter Grades	Grading Equivalent in 100	Grading 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	F1		
F	F2		
	F3		
	K		

G: Pass (Out of Grade)

Failing Grades:

F1: it is given to students who do not fulfil the requirements for attendance, and who do not have right to take the final or makeup examination, and thus its coefficient is zero.

F2: it is given to students who attend the classes regularly, but do not take the final or makeup examinations; its coefficient is zero.

F3: it is given to students, who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is below 50 or whose percentage of final grade is below 60; its coefficient is zero. It is also given to students who do not have right to take final or makeup examinations due to their inefficiency of practice.

K/E: it is given to students who fail the course. It is for non-credit courses.

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		
F	F2 F3 K/E			F2 F3 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 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 KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 433 6687	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PL DABROWA01	International Relations Department Paweł Urgacz – Director of International Office purgacz@wsb.edu.pl Dominika Czerniak – International Relations Coordinator dczerniak@wsb.edu.pl	http://www.wsb.edu.pl/index.php?p=m&idq=en,2161,2164

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
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 433 6687	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PL DABROWA01	International Relations Department Paweł Urgacz – Director of International Office purgacz@wsb.edu.pl Dominika Czerniak – International Relations Coordinator dczerniak@wsb.edu.pl	http://www.wsb.edu.pl/admission-procedure,m,en,1305

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
TR KARABUK01	International Relations Office erasmus@karabuk.edu.tr +90 370 433 6687	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PL DABROWA01	International Relations Department Paweł Urgacz – Director of International Office purgacz@wsb.edu.pl Dominika Czerniak – International Relations Coordinator dczerniak@wsb.edu.pl	http://www.wsb.edu.pl/index.php?p=m&idg=en,2161,2245

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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR KARABUK01	Prof. Dr. Refik Polat Rector		
KARABUK UNIVERSITY Official stamp			
PL DABROWA01	Zdzisława Dacko-Pikiewicz, Prof. WSB, PhD Rector	31.07. 2017	
WYŻSZA SZKOŁA BIZNESU W DĄBROWIE GÓRNICZEJ Official stamp			

² Scanned signatures are accepted