



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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)
UNIWERSYTET JAGIELLONSKI	PL KRAKOW01	Marta Ganobis-Bednarska, Institutional Erasmus+ Coordinator; Krzysztof Byrski, incoming students; Monika Woźniak, outgoing students Gołębia 24, 31-007 Kraków, Poland e-mail: erasmus@adm.uj.edu.pl tel. +48 12 663 10 05/1004/1546 fax. +48 12 66315 45 <hr/> Departmental Coordinator Edyta Chwiej Institute of Political Studies and International Relations Ul. Jabłonowskich 5 31-114 Kraków tel. +48 12 422 50 89 edyta.chwiej@uj.edu.pl	http://www.dmws.uj.edu.pl/en_GB/programy-studiow/programy-wymiany-studenckiej

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

KARABUK UNIVERSITY	TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalan@karabuk.edu.tr	http://ubys.karabuk.edu.tr/bologna/index-en.aspx
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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 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 *
PL KRAKOW01	TR KARABUK01	0312	Political Sciences/International Relations	1 st , 2 nd , 3 rd	2*5months: 10 months	
TR KARABUK01	PL KRAKOW01	0312	Political Sciences and civics	1 st , 2 nd	2*5months: 10 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.]

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>)

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 KRAKOW01	TR KARABUK01	0312	Political Sciences/International Relations	1x5 days (min. 8 hours)	7 days
TR KARABUK01	PL KRAKOW01	0312	Political Sciences and civics	7 days of teaching period as average duration	7 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 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]
PL KRAKOW01		Polish	EN	B1/B2 English	B2 English/
TR KARABUK01		Turkish	EN	B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

Karabuk University: see: <http://uluslararasi.karabuk.edu.tr/hayatboyu/en/index.htm>

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 KRAKOW01	15 th May	30 th September
TR KARABUK01	31 st May	30 th September

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

In case of need the agreement can be modify for the next academic year. In the event of unilateral termination, a notice of at least one academic year should be given.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

PL KRAKOW01

2. The receiving institution will send its decision **within 7 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]* – **Students can obtain their transcripts of records directly from the Jagiellonian University system USOSweb.**

F. Information

1. Grading systems of the institutions

PL KRAKOW01 Jagiellonian University grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

TR KARABUK01:

ECTS SYSTEM		KBU GRADING SYSTEM				
Letter Grades		Assoc. & Bachelor's Degree				
		Letter Equivalent	Grading in 100	Grading in 4.00		
A	A1	90-100	4.00		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)	
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					
ECTS SYSTEM	K	KBU GRADING SYSTEM				
Letter Grades	Master's Degree			Doctorate's Degree		
	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
B	BA	85-94	3.50	BA	85-94
C	BB	75-84	3.00	BB	75-84
D	CB	65-74	2.50		
E	G		0	G	0
FX	F1			F1	
F	F2			F2	
	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 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 KRAKOW01		Ministry of Foreign Affairs website: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/ http://www.msz.gov.pl/en/travel_to_poland/visa/
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

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
PL KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.dmws.uj.edu.pl/en_GB/programy-studiow/programy-wymiany-studenckiej
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

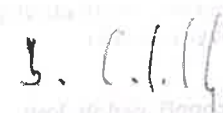
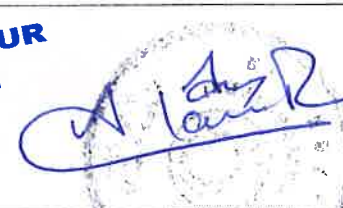
4. Housing

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 KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.dmws.uj.edu.pl/en_GB/programy-studiow/programy-wymiany-studenckiej
TR KARABUK01	Adnan Ucur adnanucur@karabuk.edu.tr	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
PL KRAKOW01	Prof. dr hab Bogdan Szlachta Dean of Faculty International and Political Studies	20.05.2016	
TR KARABUK01	Lect. Oya Önalın Coordinator of International Relations Office	Adnan UCUR Uzman 28 MAY 2016	

⁴ Scanned signatures are accepted



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Jagiellonian University	PL KRAKOW01	Mirosław Klimkiewicz, Institutional Erasmus+ Coordinator Krzysztof Byrski, incoming students Monika Woźniak, outgoing students Gołębia 24, 31-007 Kraków, Poland e-mail: erasmus@adm.uj.edu.pl tel. +48 12 663 11 06/1546 fax. +48 12 66315 45	http://www.bosz.uj.edu.pl/enGB/programystudiow/programy-wymiany-studenckiej
Faculty/Institute Coordinator		Marta Najda-Janoszka, Erasmus+ Coordinator of Department of Management in Tourism Łojasiewicza 4, 30-348 Kraków, Poland; eknajda@cyfronet.pl Tel/fax +48 12 664 55 79	www.turystyka.ui.edu.pl

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

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

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

Karabuk University	TRKARABUK01	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
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B. Mobility numbers⁴ 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
PL KRAKOW01	TR KARABUK01	345	Management and Administration	1,2	2* 5 MONTHS	0
TR KARABUK01	PL KRAKOW01	345	Management and Administration	1,2	2* 5 MONTHS	0

[*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	Staff Mobility for Training *
PL KRAKOW01	TR KARABUK01	345	Management and Administration	5 days (min. 8 hours)	0

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>)

TR KARABUK01	PL KRAKOW01	345	Management and Administration	5 days (min. 8 hours)	0
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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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL KRAKOW01		Polish	English	B1/ B2	B2
TR KARABUK01		Turkish	English	B1/ 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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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 KRAKOW01	May 31	November 30
TR KARABUK01	May 31st	October 31st

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

2. The receiving institution will send its decision **within 7 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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines] – **Students can obtain their transcripts of records directly from the Jagiellonian University system USOSweb.**

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>

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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. The termination clauses must include the following disclaimer: "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 table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Jagiellonian University grading scale related to ECTS grading system:

ECTS grade	Local grade	Local definition
F, X	2	Fail
E	3	Satisfactory
D	3,5	Satisfactory Plus
C	4	Good
B	4,5	Good Plus
A	5	Very Good

Partner University grading scale related to ECTS grading system:

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

ECTS SYSTEM		KBU GRADING SYSTEM	
Letter Grades		Assoc. & Bachelor's Degree	
	Letter Equivalent	Grading 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	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				
Letter Grades	Master's Degree			Doctorate's Degree		
	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			F2		
	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 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 KRAKOW01		Ministry of Foreign Affairs website: http://www.msz.gov.pl/en/travel_to_poland/entering_poland/ http://www.msz.gov.pl/en/travel_to_poland/visa/
TR KARABUK01	embassy.warsaw@mfa.gov.tr	http://varsova.be.mfa.gov.tr/

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
PL KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdajacy-studenci/program-erasmus
TR KARABUK01		

4. Housing


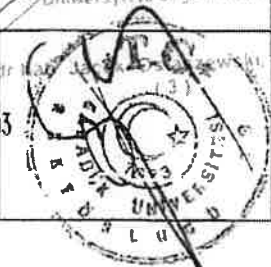
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL KRAKOW01	phone: (+48 12) 663 1546 fax: (+48 12) 663 1545 email: erasmus@adm.uj.edu.pl	http://www.bosz.uj.edu.pl/en/przyjezdajacy-studenci/program-erasmus
TR KARABUK01		http://www.altinkalemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-kiz-ogrenci-yurtlari-yurdu http://karabukevim.com/?page_id=8

	https://plus.google.com/108928705950560992220/about?gl=tr&hl=t r https://plus.google.com/110378798161805439942/about?gl=tr&hl=t r http://beyazincisafranbolu.com/index.php?islem=iletisim http://www.karabukcelebikizyurdu.com/iletisim.html http://www.avvazlaryurt.com/iletisim.asp Boys: http://www.vurtlarburada.com/karabuk/de/vurtlar/ozel-erkek-ogrenci-yurtlari-yurdu https://plus.google.com/101993924644974471698/about?gl=tr&hl=t r https://plus.google.com/117447428061025925248/about?gl=tr&hl=t r http://www.pansivonadres.com/iletisim.html https://plus.google.com/108641637779944114075/about?gl=tr&hl=t r
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL KRAKOW01	Dr hab. Jacek Ostaszewski, Prof. JU Dean of the Faculty of Management and Social Communication of Jagiellonian University	12/12/2013	 Dziśkan Zdzisław Ostaszewski, prof. UJ Wydział Zarządzania i Komunikacji Społecznej Uniwersytetu Jagiellońskiego
TR KARABUK01	Lect. Oya Önalın LLP /International Relations	22 NOV 2013	 Dr. Oya Önalın, prof. UJ

⁷ Scanned signatures are accepted