



*Albena
Poland*

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

Inter-Institutional agreement for the academic years: 2014-2015 / 2020-2021

A. Information about higher education institutions

Between (Name of the institution and department, where relevant)	Erasmus CODE TR KARABUK01	Karabük University
Contact details (name, email, phone, website)	Lect. Oya Onalan LLP / International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail : oyaonalan@karabuk.edu.tr	
And (Name of the institution and department, where relevant)	Erasmus CODE PL JOZEFOW01	Alcide De Gasperi University of Euroregional Economy
Contact details (name, email, phone, website)	Institutional Erasmus Coordinator Assoc. prof. Magdalena Sitek, Ph.D. e-mail: ms@wsge.edu.pl Iwona Niedziolka Ul. Sienkiewicza 2 05-410 Józefow POLAND Tel/Fax +48 22 789 60 96 e-mail: iwona@wsge.edu.pl	

The institutions named above 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.

B. Mobility Numbers 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 code]	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*]
TR KARABUK01	PL JOZEFOW01	34	Business Administration	1 st	2x6(12)
PL JOZEFOW01	TR KARABUK01	34	Business Administration	1 st	2x6(12)

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 JOZEFOW01	34	Business Administration	6 x 7 days	6 x 7 days
PL JOZEFOW01	TR KARABUK01	34	Business Administration	6 x 7 days	6 x 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KARABUK01	English	Turkish	B1	B2
PL JOZEFOW01	English	Polish	B1	B2

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

D. Additional requirements

..... (TR KARABUK01):
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Alcide De Gasperi University of Euroregional Economy (PL JOZEFOW01)

There are no elevators in faculty buildings.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term	Spring term
TR KARABUK01	May31th	October31th
PL JOZEFOW01	15 th August	15 th December

2. The receiving institution will send its decision within 5 weeks after the deadline.

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: the agreement can be modified or terminated unilaterally, as long as at least a one academic year notice is given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

Although a brief overview is provided in this agreement, more detailed information is sent to the nominees in order for them to prepare their exchange.

1. Grading system of the institutions:

Karabuk University (TR KARABUK01):
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Alcide De Gasperi University of Euroregional Economy (PL JOZEFOW01)

<http://en.wsee.edu.pl/index.php/studies/erasmus/incoming-students>

¹ 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>.

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 below 50 or whose percentage of final grade is below 60, 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.
- 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 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:

Receiving institution [Erasmus code]	Contact details	Website for information
TR KARABUK01		http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PL	iwona@wsge.edu.pl	http://www.udsc.gov.pl/

JOZEFOW01	
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2. Insurance

- a) In the case of students from the European Economic Area, they must obtain the European Health Card in their country of origin, prior to departure.
b) Students not fitting into the category detailed in a) must obtain private 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.

Exchange students are not given insurance cover automatically, unless specified. Information and assistance can be provided by the following contact points and information sources:



Receiving institution [Erasmus code]	Contact details	Website for information
TR KARABUK01		http://uluslararasi.karabuk.edu.tr/ects/default.aspx
PL JOZEFOW01	iwona@wspe.edu.pl	https://www.ekuz.nfz.gov.pl/

3. 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:

Receiving institution [Erasmus code]	Contact details	Website for information
TR KARABUK01		http://www.altinkalemkarabuk.com/iletisim.html http://www.cebioglugrup.com/tr/contact/ Girls: http://www.vurtlarburada.com/karabuk/de/vurtlar/ozel-kiz-ogrenci-vurtlari-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.karabukcelebikizyurdu.com/iletisim.html http://www.ayvazlaryurt.com/iletisim.asp Boys: http://www.vurtlarburada.com/karabuk/de/vurtlar/ozel-erkek-ogrenci-vurtlari-yurdu https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr http://www.pansiyonadres.com/iletisim.html https://plus.google.com/108641637779944114075/about?gl=tr&hl=tr http://en.wspe.edu.pl/index.php/studies/students/accommodation
PL JOZEFOW01	iwona@wspe.edu.pl	

SIGNATURES OF THE INSTITUTIONS (legal representatives):

Name and Erasmus code of Institution: Karabuk University TR KARABUK01		Name and Erasmus code of Institution: Alcide De Gasperi University of Euroregional Economy PL JOZEFOW01	
Name and function of the official representative: Prof.Dr.Burhanettin UYSAL Rector		Name and function of the official representative: Assoc. Prof. Magdalena Sitek Vice-Rector	
Signature and stamp:		Signature and stamp:	
Date:	04.04.2014	Date:	11.04.2014

11.04.2014
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