



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2020

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 ² (email, phone)	Website (eg. of the course catalogue)
Radom Academy of Economics	PL RADOM04	Paulina Marcinkiewicz pmarcinkiewicz@wsh.pl 4848 363 22 90 ext.45	http://wsh.pl/en/strona/173/studies-in-english
Karabük University	TR KARABUK01	Lect. Oya ÖNALAN oyaonalan@karabuk.edu.tr Tel: +90 370 400 6687	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

erasmus@karabuk.edu.tr

B. Mobility numbers³ 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]	Subj ect area code * [ISC ED]	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 RADOM04	TR KARABUK01	340	Business		20 (4 students)	3 (2 STUDENTS)
		342	Marketing and sales	1 st , 2 nd		
		38	Public Administration Informatics,			

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ 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>

		481	Computer sciences			
		313	Political sciences International relations			
		314	Economics			
TR KARABUK01	PL RADOM04	340	Business	1 st / 2 nd	20 (4 students)	3 (2 STUDENTS)
		342	Marketing and sales			
		38	Public Administration			
		481	Informatics, Computer sciences			
		313	Political sciences International relations			
		314	Economics			

*[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
PL RADOM04	TR KARABUK01	340	Business	15 (3 persons)	28 (4 persons)
		342	Marketing and sales		
		38	Public Administration		

		481	Informatics, Computer sciences		
		313	Political sciences		
		313	International relations		
		314	Economics		
TR KARABUK01	PL RADOM04	340	Business	15 (3 persons)	28 (4 persons)
		342	Marketing and sales		
		38	Public Administrati on		
		481	Informatics, Computer sciences		
		313	Political sciences International relations		
		314	Economics		

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL RADOM04	TR KARABUK01	Polish for all programmes	English for several programs	English B1	English B1

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

			and courses for exchange students		
TR KARABUK01	PL RADOM04	Turkish for all programmes	English for several programs and courses for exchange students	English B1	English B1

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

PL RADOM04

- Application documents received after application deadlines will not be accepted;
- Application forms and Learning Agreements should be filled in English in capital letters with correct address of University and correct name of responsible Erasmus coordinator;
- Student should send Application Form, Learning Agreements in 3 copies- signed and stamped by Erasmus coordinators with 3 photos to address: Wyższa Szkoła Handlowa, ul. Traugutta 61a, 26- 600 Radom, Poland;
- Students should hold insurance card.

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 RADOM04	September 22nd	February 22nd
TR KARABUK01	September 16 th	February 17 th

2. The receiving institution will send its decision within six weeks.
3. 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 HEI.
4. Termination of the agreement
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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 RADOM04; the following scale is used for all types of evaluations/examinations:

ECTS grades	Meaning	Polish scale	Polish Meaning	Grade requirements
A	(excellent)	5.0 five (pięć)	bardzo dobry (very good)	93-100%
B	(very good)	4.5 four and a half (cztery i pół)	dobry plus (good plus)	83-92%
C	(good)	4 four (cztery)	dobry (good)	73-82%
D	(satisfactory)	3.5 three and a half (trzy i pół)	dostateczny plus (satisfactory plus)	62-72%
E	(sufficient)	3.0 three (trzy)	dostateczny (satisfactory)	51-61%
FX/F	(fail)	2 two (dwa)	niedostateczny (unsatisfactory)	0-50%

TR KARABUK01; the following scale is used for all types of evaluations/examinations:

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		

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		

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)

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 RADOM04	pmarcinkiewicz@wsh.pl + 48 48 363 22 90	http://wsh.pl/en/strona/189/entering-poland
TR KARABUK01	embassy.warsaw@mfa.gov.tr +48 22 854 61 11	http://varsova.be.mfa.gov.tr/ContactInfo.aspx

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 RADOM04	pmarcinkiewicz@wsh.pl + 48 48 363 22 90	http://wsh.pl/en/strona/190/insurance
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 RADOM04	pmarcinkiewicz@wsh.pl +48484 363 22 90 ext. 45	http://wsh.pl/en/strona/191/accomodation
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

	<p>http://karabukevim.com/?page_id=8</p> <p>https://plus.google.com/108928705950560992220/about?gl=tr&hl=tr</p> <p>https://plus.google.com/110378798161805439942/about?gl=tr&hl=tr</p> <p>http://beyazincisafranbolu.com/index.php?islem=iletisim</p> <p>http://www.karabukcelebikizyurdu.com/iletisim.html</p> <p>http://www.ayvazlaryurt.com/iletisim.asp</p> <p>Boys:</p> <p>http://www.yurtlarburada.com/karabuk/de/yurtlar/ozel-erkek-ogrenci-yurtlari-yurdu</p> <p>https://plus.google.com/101993924644974471698/about?gl=tr&hl=tr</p> <p>https://plus.google.com/117447428061025925248/about?gl=tr&hl=tr</p> <p>http://www.pansiyonadres.com/iletisim.html</p> <p>https://plus.google.com/10864163779944114075/about?gl=tr&hl=tr</p> <p>http://www.adayurt.com/iletisim.html</p> <p>http://www.karabukerkekogrenciyurdu.com/?SyfNmb=3&pt=iletisim</p> <p>https://plus.google.com/114280855544603544928/about?gl=tr&hl=tr</p> <p>https://plus.google.com/103254572534164339911/about?gl=tr&hl=tr</p> <p>http://www.korogluyurdu.com/iletisim.html</p>
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<http://www.karabukpansiyonu.com/iletisim.html>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
PL RADOM04	Ph. D. Gerard Paweł Maj The chancellor WYŻSZA SZKOŁA HANDLOWA W RADOMIU 26-600 Radom, ul. Traugutta 61 tel. 048 363 22 90, 363 22 91		
TR KARABUK01	Prof. Dr. Burhanettin UYSAL Rector	08 NOV 2013	

⁵ Scanned signatures are accepted