Zachodniopomorski Uniwersytet Technologiczny w Szczecinie

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-21

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)
West Pomeranian University of Technology, Szczecin Faculty of Economics	PL SZCZECI02	Joanna Hernik PhD - Faculty coordinator Joanna.hernik@zut.edu.pl Institutional Erasmus Coordinator: Agata Bruska Department of Educational Matters al. Piastów 17, 70-310 Szczecin T: +48 91 449 4780 international@zut.edu.pl	www.erasmus.zut.edu.pl/en http://www.ekonomia.zut.edu.pl/incoming-students.html
Gebze Yüksek Teknoloji Enstitüsü Gebze Institute of Technology	TR KOCAELI01	**Assoc. Prof. Dr. Selim AREN** Erasmus Institutional Coordinator aren@gyte.edu.tr; erasmus@gyte.edu.tr **Departmental Coordinator of Business and Administration:** Prof.Dr. Oya ERDİL	www.gyte.edu.tr www.gyte.edu.tr/ects

		erdil@gyte.edu.tr **Departmental Coordinator of Economics:** Prof.Dr. Halit YANIKKAYA halityanikkaya@gyte.edu.tr	

B. Mobility numbers[1] 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, 1st , 2nd or 3rd]* *	**Number of student mobility periods**	
					Student Mobility for Studies *[number of students/ total number of months of the study periods *]*	*Student Mobility for Trainee ships* *
PL SZCZECI02	**TR KOCAELI01**	311	*Economics*	2	2x5=10	
		41	*Management*	1, 2	2x5=10	
TR KOCAELI01	**PL SZCZECI02**	311	*Economics*	2	2x5=10	
		41	*Management*	1, 2	2x5=10	

*[*Optional: subject area code & name and study cycle are optional.]*

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 SZCZECI02	**TR KOCAELI01**	311	*Economics*	1/5 days	1/5 days
		41	*Management*	1/5 days	1/5 days
TR	**PL SZCZECI02**	311	*Economics*	1/5 days	1/5 days

[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)*

KOCAELI01		41	*Management*	1/5 days	1/5 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 instruction 1**	**Language of instruction 2**	**Recommended language of instruction level[2]**	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
PL SZCZECI02	*Economics Management*	English		B1 English	B2 English
KOCAELI01	*Economics Management*	English	Turkish	B1	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

ZUT Szczecin: *Students with disabilities can be accepted after the consultation with the Faculty Coordinator and International Office (educational matters). Some rooms accessible to wheelchairs are available in one of the student houses.*

In case of insufficient knowledge of English / German / or another language of lectures, of which a student has been informed, that will not allow to realize a teaching process, a receiving institution has the right to send back the student to his/her home institution.

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 SZCZECI02 *Academic year starts on 1st October*	31 May	30 November
TR KOCAELI01	June 15th	November 15st

*

[2] 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

2. The receiving institution will send its decision within 4 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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

PL SZCZECI02

Grading Scale at the West Pomeranian University of Technology, Szczecin. The following scale is used for all types of evaluations/examinations:

Former ECTS grade	Description	Mark	Polish	English equivalent
A	an excellent performance	5,0	bardzo dobry	excellent
B	an above average performance (with some minor mistakes)	4,5	dobry plus	very good
C	an above average performance (generally sound work with some notable errors)	4,0	dobry	good
D	an average performance	3,5	dostateczny plus	fair
E	a performance meets the minimum criteria in spite of its shortcomings	3,0	dostateczny	satisfactory
F, FX	a performance does not meet the minimum criteria	2,0	niedostateczny	unsatisfactory / fail

TR KOCAELI01

Local Grade	ECTS Grade
AA BA BB CB CC	A B C D E
DC DD	FX
FD FF	FF
VF/NA	No Attendance

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 SZCZECI02	Department of Educational Matters - International Cooperation international@zut.edu.pl T: +48 91 449 4780	www.erasmus.zut.edu.pl/en
TR KOCAELI01	Erasmus@gyte.edu.tr	www.gyte.edu.tr/ects http://anibal.gyte.edu.tr/ects/?duzey=ikinci&menu=pratik_bilgiler

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 SZCZECI02	Department of Educational Matters - International Cooperation Ms Agata Bruska international@zut.edu.pl T: +48 91 449 4780	www.erasmus.zut.edu.pl/en
TR KOCAELI 01	Erasmus@gyte.edu.tr	http://www.gyte.edu.tr/icerik/909/62/gelen-ogrenci.aspx http://anibal.gyte.edu.tr/ects/?duzey=ikinci&menu=pratik_bilgiler

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 SZCZECI02	Department of Educational Matters - International Cooperation Ms Agata Bruska international@zut.edu.pl T: +48 91 449 4780	We offer accommodation in university dormitories, more info: www.erasmus.zut.edu.pl/en
KOCAELI01	**erasmus@gyte.edu.tr**	http://www.gyte.edu.tr/icerik/909/62/gelen-ogrenci.aspx www.gyte.edu.tr/ects

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
PL SZCZECI02	Dean/Vice-dean of the Faculty		PRODZIEKAN ds Współpracy i Rozwoju dr inż. Bernard Hernik West Pomeranian University of Technology, Szczecin al. Piastów 17 70-310 SZCZECIN POLAND
	dr hab. inż. Witold Biedunkiewicz, prof. ZUT Vice-Rector for Educational Matters	16.12.13	PROREKTOR ... dr hab. inż. Witold Biedunkiewicz prof. ZUT

Institution [Erasmus code]	Name, function	Date	Signature[4]
TR KOCAELI01	Prof. Dr. Orhan ŞAHİN Rector	23.12.2013	.....
			.....

[3] Scanned signatures are accepted
[4] Scanned signatures are accepted