



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional agreement 2018-2022

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)
Burdur Mehmet Akif Ersoy University	TR BURDUR01	Erasmus+ Coordinator Prof. Dr. DURSUN KÖSE iro@mehmetakif.edu.tr Burdur Mehmet Akif Ersoy University International Relations Office İstiklal Yerleşkesi 15030 Burdur Türkiye Phone&Fax: +90248213 12 10	https://iro.mehmetakif.edu.tr/ https://obs.mehmetakif.edu.tr/oibs/bologna/fakulte_bologna.aspx
Państwowa Wyższa Szkoła Zawodowa w Płocku The State University of Applied Sciences in Płock (Poland)	PIC number: 949295448 PL PLOCK02	RECTOR Maciej Słodki, PhD pwsz@pwszplock.pl VICE-RECTOR FOR STUDENT AFFAIRS AND DIDACTICS Agnieszka Grażul-Luft, PhD prasa@pwszplock.pl ERASMUS+ PROGRAMME COORDINATOR: Paulina Wiśniewska, MSc erasmus@pwszplock.pl phone: +48 24 366 54 00 adress: Pl. Dąbrowskiego 2, 09-402 Płock (POLAND)	www.pwszplock.pl

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

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 November 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 BURDUR01	PL PLOCK02		-Foreign Trade -Business Logistics -Logistics for Business Purposes	1 st , 2 nd , 3 rd	5 (for 5 months)	5

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>)

**ISCED CODE 2011/ISCED CODE 2013

TR BURDUR01	PL PLOCK02		-Finance and Accounting -Finance and corporate accounting - Public Finance and Administration	1st, 2nd, 3rd	5 (for 5 months)	5
TR BURDUR01	PL PLOCK02		-Programming and Databases -Computer Graphics and Game Design -Computer Networks and Network Operating Systems	1st, 2nd, 3rd	5 (for 5 months)	5
PL PLOCK02	TR BURDUR01		-International Trade -Customs Management	1 st , 2 nd , 3 rd	5 (for 5 months)	5
PL PLOCK02	TR BURDUR01		-Accounting and Financial Management	1st, 2nd, 3rd	5 (for 5 months)	5
PL PLOCK02	TR BURDUR01		Management Information Systems	1st, 2nd, 3rd	5 (for 5 months)	5

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 BURDUR01	PL PLOCK02		-Foreign Trade -Business Logistics -Logistics for Business Purposes	2 (14 days)	2 (10 days)

TR BURDUR01	PL PLOCK02		-Finance and Accounting -Finance and corporate accounting - Public Finance and Administration	2 (14 days)	2 (10 days)
TR BURDUR01	PL PLOCK02		-Programming and Databases -Computer Graphics and Game Design -Computer Networks and Network Operating Systems	2 (14 days)	2 (10 days)
PL PLOCK02	TR BURDUR01		-International Trade -Customs Management	2 (14 days)	2 (10 days)
PL PLOCK02	TR BURDUR01		-Accounting and Financial Management	2 (14 days)	2 (10 days)
PL PLOCK02	TR BURDUR01		-Management Information Systems	2 (14 days)	2 (10 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]	
TR BURDUR01		Turkish	English	B1 in English	B2
PL PLOCK02		Polish	English	B1/B2 (no certificate required)	B2

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

The State University of Applied Sciences in Plock – PL PLOCK02: university infrastructure adapted to welcome students and staff with disabilities

Students: The sending institution should send a nomination letter (name, e-mail, area of study, period of study) to the Erasmus Office (erasmus@pwszplock.pl) prior to the nomination deadline. An invitation will be released upon home university request.

Application forms are available on the website

<https://pwszplock.pl>

Signed forms must be sent by e-mail to: erasmus@pwszplock.pl

Staff: Teaching and non-teaching staff should send (erasmus@pwszplock.pl) their Teaching or Training Programme prior to their arrival.

TR BURDUR01

In case of additional requirements in regard to academic, organisational or other aspects, please contact the International Relations Office: iro@mehmetakif.edu.tr.

TR BURDUR01 has made and is still making arrangements at the campus to make life easier for students and staff with disabilities. International Relations Office should be informed before each nomination of student and staff with disability.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PIC number: 949295448 PL PLOCK02	Nomination and application deadline 31st MAY	Nomination and application deadline 10th DECEMBER
TR BURDUR01	30th June	30th November

2. Nominated students receive by e-mail their login details to our online application form that they have to complete within the deadline above. Once completed, they receive an acceptance letter by e-mail within a max. of 6 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
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

TR BURDUR01:

For first cycle	Letter Grade	Grade Point	Success Point	For first cycle: AA-CC: Successful DC-DD: Conditionally Successful FF: Unsuccessful
	AA	4.00	90-100	
	BA	3.50	85-89	
	BB	3.00	80-84	
	CB	2.50	75-79	
	CC	2.00	70-74	
	DC	1.50	65-69	
	DD	1.00	60-64	
	FD	0.50	01-59	
	FF	0.00	00.00	

For second and third cycles	<u>Letter Grade</u>	<u>Grade Point</u>	<u>Success Point</u>	
	AA	4.00	90-100	AA-CC: Successful (for second cycle students)
	BA	3.50	85-89	
	BB	3.00	80-84	
	CB	2.50	75-79	
	CC	2.00	70-74	AA-CB: Successful (for third cycle students)
	FD	1.50	01-69	
	FF	DZ	0	

PL PLOCK02

Grades at The State University of Applied Sciences in Plock are awarded on the scale presented below:

Grade	Meaning	Comments	ECTS equivalent
5,0	excellent	Knowledge of the student is higher than the estimated normal level	A
4,5	very good	Knowledge corresponds to the highest expected level	B
4,0	good	The students has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes	C
3,5	satisfactory	The student has generally succeeded in the course within the required limits, but he/she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes	D
3,0	almost satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material	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	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	https://iro.mehmetakif.edu.tr/
PL PLOCK02 PIC number: 949295448	Paulina Wiśniewska e-mail:erasmus@pwszplock.pl Phone: +48 24 3665400 ext. 203	http://www.pwszplock.pl

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	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	https://iro.mehmetakif.edu.tr/
PL PLOCK02 PIC number: 949295448	Paulina Wiśniewska e-mail: erasmus@pwszplock.pl Phone: +48 24 3665400 ext. 203	http://www.pwszplock.pl

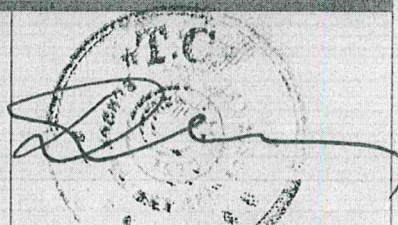
4. Housing

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 BURDUR01	iro@mehmetakif.edu.tr	https://iro.mehmetakif.edu.tr/
PL PLOCK02 PIC number: 949295448	Paulina Wiśniewska e-mail: erasmus@pwszplock.pl Phone: +48 24 3665400 ext. 203	http://www.pwszplock.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
TR BURDUR01	Erasmus+ Institutional Coordinator Prof. Dr. DURSUN KÖSE	03.04.2019	
PL PLOCK02 PIC number: 949295448	Maciej Słodki, PhD Rector The State University of Applied Sciences in Płock	.../.../ 2019	 REKTOR prof. nadzw. dr hab. n. med. Maciej Słodki

⁴ Scanned signatures are accepted

