Erasmus+ Programme

Inter-institutional agreement 2014/15 - 2020/21[1]

Higher Education Student and Staff Mobility - Mobility for learners and staff

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This inter-institutional agreement will come into effect only if both institutions are holders of a valid Erasmus Charter for Higher Education and 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

At Szczecin University all Erasmus agreements at Szczecin University are signed and handled on a faculty or departmental level. Faculties and departments are responsible for its own Erasmus agreements and exchanges. Incoming exchange students can only study courses within the **partner faculty** unless otherwise agreed.

Name of the institution and department	Erasmus code	Contact details (name, email, phone)
The University of Szczecin ***Faculty:*** Law and Administration	**PL SZCZECI01**	***Erasmus Institutional Coordinator:*** *Paulina Judycka, International Office, al. Papieża Jana Pawła II 31, 70-453 Szczecin,* *tel +48 91 444 1058, fax +48 91 444 1184, e-mail : dwz@univ.szczecin.pl* ***Faculty Coordinator:*** *dr. iur. Krystyna Nizioł* ul. Narutowicza 17A, 70-240 Szczecin fax. + 48 091 444 28 46 e-mail: kniziol@mec.univ.szczecin.pl
Hitit University	***TR CORUM01***	**Institutional Coordinator :** Assist Prof. Dr. Gökçe MEREY Hitit Üniversitesi Rektörlüğü Kuzey Kampüsü 19030 CORUM-TÜRKİYE Phone: 0090 364 219 1994 Fax : 0090 364 219 1995 E-Mail : intoffice.hitituniversity@gmail.com, Intoffice@hitit.edu.tr

[1] Please enter the agreed period of validity of this agreement.

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w programie LLP/Erasmus
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B. Mobility numbers[2] per academic year

Student mobility for Studies (SMS)

FROM	TO	Subject area ISCED	Subject area name	Study cycle 1st, 2nd or 3rd	Total number of students/months
PL SZCZECI01	***TR CORUM01***	0421	Law	1, 2	2/10
TR CORUM01	**PL SZCZECI01**	0421	Law	1, 2	2/10

Staff mobility for Teaching (STA)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECI01	***TR CORUM01***	0421	Law	1/5
TR CORUM01	**PL SZCZECI01**	0421	Law	1/5

Staff mobility for Training (STT)

FROM	TO	Subject area ISCED	Subject area name	Total number of staff mobility/days
PL SZCZECI01	***TR CORUM01***		.....	0/0
TR CORUM01	**PL SZCZECI01**		.....	0/0

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	Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[3]	
				Student Mobility for Studies	Staff Mobility for Teaching
PL SZCZECI01	0421	English	Polish	*B1*	*B2*
TR CORUM01	0421	Turkish	English	*B1*	*B1*

[2] Mobility numbers can be given per sending/receiving institutions and per education field: http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

[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

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D. Additional requirements

PL SZCZECI01:

1. Students and staff with disabilities are welcome to **the Faculty in charge of this agreement at Szczecin University**. Arrangements for the exchange have to be agreed on before nomination. The sending institution is responsible for covering all extra costs in connection with the exchange.
2. Incoming Erasmus students must take all of their workload from the Law Faculty of Law and Administration of the University of Szczecin. The workload can be made up of courses from different faculties only after receiving the permission.

TR CORUM01:

Hitit University provides the infrastructure to welcome students and staff with disabilities only partly. Please send us the information about your requirements ahead of time so that we are able to make the necessary arrangements and ensure your comfortable stay.

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 SZCZECI01	Nomination: no later than 30 April, application no later than 31th May	Nomination: no later than 30 November, application no later than 31st December
TR CORUM01	August 15th	December 15th

2. The receiving institution will send its decision within 8 weeks after 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 or changes in the data set above should be made by written notification before **January 1st** for the following academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

	TR CORUM01	PL SZCZECI01
University web site Departmental web site International office	http://www.hitit.edu.tr/eng/index.php ..... http://www.intoffice.hitit.edu.tr/eng/default.asp	http://www.univ.szczecin.pl ..... http://dsm.usz.edu.pl/about-us
Course catalogue:	Main catalogue: http://oidb.hitit.edu.tr/Blg_dersPlanlari.aspx Courses in English: http://www.intoffice.hitit.edu.tr/eng/sayfagoster.asp?id=64	Main catalogue: http://www.univ.szczecin.pl/ksztalcenie-na-us Courses in English: http://www.dsm.usz.edu.pl/study-program

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Grading system[4]	http://erasmus.hitit.edu.tr/eng/default.asp?sayfa=126	http://www.studenci.usz.edu.pl/161-studenci/208-regulamin-studiow
Visa information[5]	Ministry of Foreign Affairs: http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa	Ministry of Foreign Affairs: http://www.msz.gov.pl/en/travel_to_poland/visa/visa
Insurance information[6]	http://erasmus.hitit.edu.tr/eng/	Student insurance: http://dsm.usz.edu.pl/practical-information/health-insurance
Housing[7]	http://erasmus.hitit.edu.tr/eng/	http://dsm.usz.edu.pl/practical-information/accommodation
Students and Staff with disabilities	http://erasmus.hitit.edu.tr/eng/	http://www.dsm.usz.edu.pl/practical-information/student-support

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution Erasmus code	Name, function	Date	Signature[8]
PL SZCZECI01	*dr. iur. Krystyna Nizioł* Faculty Erasmus Coordinator	20.03.2014	KOORDYNATOR do spraw wymiany kadry akademickiej w programie LLP/Erasmus Wydziału Prawa i Administracji US ..... dr Krystyna Nizioł
TR CORUM01	Assist. Prof. Dr. Gökçe MEREY Head of International Relations Office	18.03.14	.....

[4] It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

[5] 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.

[6] 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.

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

[8] Scanned signatures are accepted .

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