



NO:1376

**Erasmus+ Programme****Key Action 1****– Mobility for learners and staff –  
Higher Education Student and Staff Mobility****Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>  
between programme countries****[Minimum requirements]<sup>3</sup>**

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.

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Warsaw University of Technology (WUT) /Politechnika Warszawska Faculty of Automotive and Construction Machinery Eng.  Andrzej Selenta Ph.D. Coordinator for International Relations	PL WARSZAW02	Faculty of Automotive and Construction Machinery Eng. ul. Narbutta 84; PL 02-524 Warszawa Tel.nr: +48 (22) 234 84 99 Fax nr: +48 (22) 849 03 06 E-mail: Andrzej.Selenta@simr.pw.edu.pl	<a href="http://www.pw.edu.pl/">http://www.pw.edu.pl/</a> (WUT) <a href="http://www.simr.pw.edu.pl/">http://www.simr.pw.edu.pl/</a>  Course catalogue in Polish: <a href="https://ects.coi.pw.edu.pl/menu2/programy">https://ects.coi.pw.edu.pl/menu2/programy</a> in English: <a href="https://www.cwm.pw.edu.pl/StudiesInEnglish.pdf">https://www.cwm.pw.edu.pl/StudiesInEnglish.pdf</a>
Bożena Snopinska ERASMUS Administrative Coordinator		Centre for International Cooperation Warsaw University of Technology Administration Building 00-668 Warsaw, Noakowskiego 18/20 Tel: +48 (0)22 234 74 04, E-mail: bsnopinska@cwm.pw.edu.pl	
Kocaeli Üniversitesi Prof.Dr. Serdal PAMUK Erasmus Institutional Coordinator	TR-KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE  Ph: +90 262 303 1332 Fax: +90 262 303 1044 E-mail: <a href="mailto:spamuk@kocaeli.edu.tr">spamuk@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/">http://int.kocaeli.edu.tr/int/</a>
Assist. Prof. Dr. Ertan ALPTEKİN Erasmus Departmental Coordinator		Kocaeli University Faculty of Technology Department of Automotive Engineering Umuttepe, 41380 Kocaeli Turkey Tel: +90 262 303 2312 Fax: +90 262 303 2203 E-mail: <a href="mailto:ertanalptekin@kocaeli.edu.tr">ertanalptekin@kocaeli.edu.tr</a>	<a href="http://otomotiv.kocaeli.edu.tr/eng/index.php">http://otomotiv.kocaeli.edu.tr/eng/index.php</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

A. Information about higher education institutions

B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods [total number of months of the study periods or average duration*]	
TR KOCAELI02	PL WARSZAW02	0716	Motor vehicles, ships and aircraft	1st & 2nd	2	10
PL WARSZAW02	TR KOCAELI02	0716	Motor vehicles, ships and aircraft	1st & 2nd	2	10

[\*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 [total number of days of teaching periods or average duration*]	
TR KOCAELI02	PL WARSZAW02	0716	Motor vehicles, ships and aircraft	Staff Mobility for Teaching 1x1 week	Staff Mobility for Training -
PL WARSZAW02	TR KOCAELI02	0716	Motor vehicles, ships and aircraft	1x1 week	-

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 <sup>6</sup> [Minimum recommended level: B1]	
TR KOCAELI02		English	Turkish	B1 (English)	B2 (English)
PL WARSZAW02		Polish	English	B2 Polish or B1 English Exchange students who only undertake project work might be permitted to write their report in English. Whether they are permitted to do so should be clarified with their supervising professor at WUT before their arrival in Warszawa	Although the language of instruction is generally Polish, for the Teaching Staff Mobility the language of instruction might also be a C1 – C2 level of English.

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional):

<http://www.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

<sup>6</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://euronass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

#### D. Additional requirements

1. In order for exchange students to be admitted at the receiving institution, a minimum average grade must have been attained at the time of application.

Receiving institution [Erasmus code]	Grade requirement applies Yes/No?	If applicable, please specify
TR KOCAELI02	No	Not applicable
PL WARSZAW02	No	Not applicable

2. In order for exchange students to be admitted at the receiving institution, a minimum amount of ECTS must have been acquired at the time of application.

Receiving institution [Erasmus code]	ECTS requirement applies Yes/No?	If applicable, please specify
TR KOCAELI02	No	Not applicable
PL WARSZAW02	No	Not applicable

#### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR KOCAELI02	JULY	DECEMBER
PL WARSZAW02	31 <sup>st</sup> May	30 <sup>th</sup> November

[\* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks (partner) / 5 weeks (Warsaw University of Technology) after the assessment period has finished at the receiving HEI (at partner: September 30<sup>th</sup> & March 30<sup>th</sup>, respectively and at WUT September 23<sup>rd</sup> & February 23<sup>rd</sup>, respectively).
4. Termination of the agreement

Termination of the agreement: in case of termination 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 of one academic year will only take effect as of 1 September of the following academic year. The termination clauses must include the following disclaimer: "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

###### Kocaeli University grading system

At Kocaeli University, one full academic year includes two terms with an ECTS credit of 30 for each. Each course is graded in numbers from 0,00 to 4,00 and these grades are equivalent in ECTS grade and level as follows: 0,00-0,50: Fail (F), 0,50-1,50: Conditional Pass (FX), 1,50-2,00: Sufficient (E), 2,00-2,50: Satisfactory (D), 2,50-3,00: Good (C), 3,00-3,50: Very Good (B), 3,50-4,00: Excellent (A)

The ECTS Credits and Grade Transformation Chart for incoming undergraduate/master's/doctorate students is available at the relevant tab of the following link: <http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1>

Grading System in use at Warsaw University of Technology (WUT)				
5	bardzo dobry	very good	outstanding performance	A
4,5	ponad dobry	more than good	above the average standard	B
4	dobry	good	generally sound work with notable errors	C
3,5	dość dobry	sufficiently good	fair but with significant shortcomings	D
3	dostateczny	passing	performance meets the minimum criteria	E
2	niedostateczny	failure	further work is required	F

Please note that according to the European Grading Scale 2 (F) requires considerable further work before the credit can be awarded and is meant to be advice for the re-evaluation of the student's project. Please take into account that in Poland the decimal comma is used instead of the decimal point.	
ECTS Credits	
total workload	= 210 credits (bachelor) + 90 credits (master)
workload per semester	= 30 credits
1 credit	= 30 hours workload (one teaching hour = 45 min.)

## 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
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence">http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence</a>
PL WARSZAW02	Andrzej Selenta Ph.D. <a href="mailto:Andrzej.Selenta@simr.pw.edu.pl">Andrzej.Selenta@simr.pw.edu.pl</a>	

## 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
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7</a>
PL WARSZAW02	Andrzej Selenta Ph.D. <a href="mailto:Andrzej.Selenta@simr.pw.edu.pl">Andrzej.Selenta@simr.pw.edu.pl</a>	


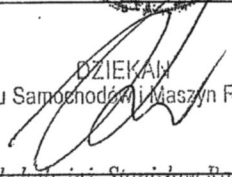
## 4. Housing

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 KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: <a href="mailto:inerasmus@kocaeli.edu.tr">inerasmus@kocaeli.edu.tr</a>	<a href="http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A">http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&amp;selection=71D228435D62B17CE843DA165C5E249A</a>
PL WARSZAW02	Andrzej Selenta Ph.D. <a href="mailto:Andrzej.Selenta@simr.pw.edu.pl">Andrzej.Selenta@simr.pw.edu.pl</a>	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	09.07.2014	
PL WARSZAW02	Prof. St. Radkowski Dean of the Faculty of Automotive and Construction Machinery Eng.	10.07.2014	 DZIEKAN Wydziału Samochodów i Maszyn Roboczych prof. dr hab. inż. Stanisław Radkowski

<sup>7</sup> Scanned signatures are accepted