



Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-20[21]²
between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Bialystok University of Technology	PL BIALYST01	Małgorzata Malinowska m.malinowska@pb.edu.pl Bialystok University of Technology, International Relations Office, 45A Wiejska Street, room 1C, 15-351 Białystok, Poland	www.pb.edu.pl www.erasmus.pb.edu.pl course catalogue: http://elam.pb.edu.pl
Faculty of Electrical Engineering		Urszula Blaszczyk, PhD Eng. - Coordinator of the Faculty of Electrical Engineering. Phone: +48 85 746 94 47, u.blaszczyk@pb.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 Tel: +902623031332 Fax: +902623031044 E-mail: spamuk@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Dept of Electrical Engineering		Doç Dr. Ayşen BASA ARSOY Kocaeli Üniversitesi Mühendislik Fakültesi Elektrik Mühendisliği Bölümü Phone: +902623033500 E-posta: aba@kocaeli.edu.tr	<a href="http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&Bol
umid=0205&DipTur=1">http://ects.kocaeli.edu.tr/bolum.cfm?Dilid=1&Bol umid=0205&DipTur=1

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

B. Mobility numbers⁵ 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 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 KOCAELI02	PL BIALYST01	522	Electricity and energy	1, 2	2x10 months (20 months)	0
PL BIALYST01	TR KOCAELI02	522	Electricity and energy	1, 2	2x10 months (20 months)	0

[*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 *
TR KOCAELI02	PL BIALYST01	522	Electricity and energy	2x7 days (14 days)	2x1 week (2 weeks)
PL BIALYST01	TR KOCAELI02	522	Electricity and energy	2x7 days (14 days)	2x1 week (2 weeks)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KOCAELI02		TURKISH	ENGLISH (A Student can follow English reference books for most of the courses)	B1	B2
PL BIALYST01		ENGLISH	POLISH	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

Bialystok University of Technology's students – mentors help incoming international students at the beginning of their stay in Poland. Address to apply for a mentor esn.bialystok.mentor@gmail.com.

⁵ 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>)

⁶ 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>

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 BIALYST01	July 15	January 15

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

- The receiving institution will send its decision within 6 weeks.
- 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.
- Termination of the agreement

Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be admitted by the receiving institution. 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>

Bialystok University of Technology: <http://erasmus.pb.edu.pl/courses-in-english/>

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: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence
PL BIALYST01	International Relations Office: a.chomiczewska@pb.edu.pl	http://erasmus.pb.edu.pl/before-you-visit-us/

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: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
PL BIALYST01	International Relations Office: a.chomiczewska@pb.edu.pl	http://erasmus.pb.edu.pl/before-you-visit-us/



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: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOU/BS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CF843DA165C3E249A
PL BIALYST01	We guarantee accommodation in Residence Halls to all incoming students who apply in time. Application for accommodation should be sent together with other application documents. E-mail: dsnr2@pb.edu.pl	http://erasmus.pb.edu.pl/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR KOCAELI02	Prof. Dr. Serdal Pamuk Erasmus Institutional Coordinator	15 JAN 2014	
PL BIALYST01	Prof. Roman Kaczyński, PhD. PE Vice-Rector for Development and Cooperation	2014 -01- 23	 VICE-RECTOR FOR DEVELOPMENT AND CO-OPERATION BIALYSTOK UNIVERSITY OF TECHNOLOGY Assoc. Prof. Roman Kaczyński, DSc, PhD, Eng.

⁷ Scanned signatures are accepted

21