Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional[1] agreement 2017-2021
between programme countries

[Minimum requirements][2]

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[3] (email, phone)	Website (eg. of the course catalogue)
Lodz University of Technology **International Faculty of Engineering**	PL LODZ02	Contact person: Krzysztof Podstawek, BSc International Coordinator International Faculty of Engineering Zwirki 36, 90-924 Łódź, POLAND Tel: +48 42 6383844 Fax: +48 42 6360652 krzysztof.podstawek@p.lodz.pl ife@adm.p.lodz.pl	www.ife.p.lodz.pl www.mobility.p.lodz.pl/in on-line application Course offer: http://www.ife.p.lodz.pl/en/bsc-studies http://www.ife.p.lodz.pl/en/bsc-studies-0 (Bachelor degree) http://www.ife.p.lodz.pl/en/msc-studies (Master degree)
Kocaeli University Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	TR KOCAELI02	Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +902623031332 Fax: +902623031044 E-mail: dogan.yuksel@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
Assist. Prof. Dr. Sultan Aldırmaz *Erasmus Departmental Coordinator*		Electronics and Telecommunication Eng. Dept. University of Kocaeli, Umuttepe Campus, Engineering Faculty Block B 41380, Kocaeli, Turkey. e-mail:sultanaldirmaz@gmail.com Tel: +90 262 303 33 64 Fax:+90 303 3003	

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[1] Inter-institutional agreements can be signed by two or more higher education Institutions

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

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

B. Mobility numbers[4] 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] 5	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 LODZ02	0688	Electronics and Communication Engineeering	1st	2x10	-
PL LODZ02	TR KOCAELI02	0688	Electronics and Communication Engineeering	1st	2x10	-

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 LODZ02	TR KOCAELI02	0688	Electronics and Communication Engineeering	To be defined	To be defined
TR KOCAELI02	PL LODZ02	0688	Electronics and Communication Engineeering	To be defined	To be defined

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		English		B2	B2
PL LODZ02		English		B2	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

PL LODZ 02: TUL offers the following facilities for persons with disabilities:

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[4] 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)

[5] 1st: undergraduate , 2nd: master or 3rd: PhD

[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

- Special Office for Students with Disabilities
- most buildings (including two student dormitories) are adjusted to the needs of persons with motor disabilities
- all faculties are equipped with facilities supporting persons with poor hearing
- library provides access to its resources and Internet for persons with poor hearing and vision
- possibility of individual study programme
- transport assistance and individual transport for persons with motor disabilities
- rental of specialist equipment and software for persons with hearing and visual disorders
- assistance of sign language interpreters
- adaptation of learning materials
- psychological help
- career guidance
- sports

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 LODZ02	June 30th for applications, July 15th for EPS applications	November 30th for applications (including EPS)

2. The receiving institution will send its decision within 6 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

4. 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

PL LODZ 02:

Standard grading system at TUL		
Note	Grade	Definition
5.0	A	Excellent
4.5	B	Very good
4.0	C	Good
3.5	D	Satisfactory
3.0	E	Sufficient
2	FX/F	Fail

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 LODZ02	foreignstudents@info.p.lodz.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:

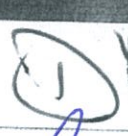| Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 13 24 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7
PL LODZ02	foreignstudents@info.p.lodz.pl	

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 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=71D228435D62B17CE843DA165C5E249A
PL LODZ02	foreignstudents@info.p.lodz.pl sao@info.p.lodz.pl	http://www.ife.p.lodz.pl/en/practical-information

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
TR KOCAELI02	Assoc. Prof. Dr. Doğan Yüksel Erasmus Institutional Coordinator	05/10/2017	
Lodz University of Technology PL LODZ02	Prof. Grzegorz BĄK Vice-Rector for Education	9.10.2017	

Lodz University of Technology (TUL)
Erasmus code: PL LODZ02 ECHE:44626
Unit for Internationalisation of Education
10/12 Skorupki Street
90--924 Lodz Poland
tel. +48426312889 fax +48426312195
e-mail:erasmus@info.p.lodz.pl

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[7] Scanned signatures are accepted