



Erasmus+ Programme

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

Inter-institutional¹ agreement 2017-2021² 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.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Lodz University of Technology	PL LODZ02	Unit for Internationalisation of Education erasmus@info.p.lodz.pl Professor Grzegorz Bąk Ph.D., D.Sc. Vice-Rector for Education 90-924 Lodz, Poland, 6/8 Ks. I. Skorupki Street Phone: (+48 42) 631 20 08	www.p.lodz.pl General information for incoming students http://ife.p.lodz.pl/en/incoming-students Application for incoming students: www.mobility.p.lodz.pl/in

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.

		(+48 42) 631 20 07 fax: (+48 42) 631 27 62 e-mail: vrector.education@adm.p.lodz.pl	
		Dr Dorota Piotrowska Erasmus Institutional Coordinator Lodz University of Technology Address: Żwirki 36, street 90-924 Łódź Tel: +48 42 6383800 E-mail: dorota.piotrowska@p.lodz.pl	https://www.p.lodz.pl/en/international-co-operation
		Asist. Prof. Dr Bogusław Pisarek Lodz University of Technology Faculty of Mechanical Engineering Department of Materials Engineering and Production Systems Tel: +48 42 631 22 71 Fax: +48 42 636 51 05 E-mail: boguslaw.pisarek@p.lodz.pl	http://www.k17.p.lodz.pl/en
Kocaeli Üniversitesi (Kocaeli University)	TR KOCAELI02	Assoc. Prof.Dr. Banu İnan Karagül Erasmus Institutional Coordinator Kocaeli Üniversitesi Uluslararası İlişkiler Birimi Kütüphane Binası 2. Kat 41380 İzmit/Kocaeli/TÜRKİYE Tel: +90 262 303 3862 Fax: +90 262 303 1044 E-mail: banu.inan@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/
		Assoc. Prof. Dr. Ş. Hakan Atapek Kocaeli Üniversitesi Mühendislik Fakültesi Metalurji ve Malzeme Mühendisliği Bölümü Umutepe Yerleşkesi, 41380 Kocaeli Tel : 0090 262 303 30 76 Fax : 0090 262 303 30 03 E-mail : hatapek@kocaeli.edu.tr Assoc. Prof. Dr. Şeyda Polat Kocaeli Üniversitesi Mühendislik Fakültesi Metalurji ve Malzeme Mühendisliği Bölümü Umutepe Yerleşkesi, 41380 Kocaeli Tel : 0090 262 303 30 50 Fax : 0090 262 303 30 03 E-mail : seyda@kocaeli.edu.tr	http://metalurji.kocaeli.edu.tr/int.php

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] D]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration *]	
PL LODZ02	TR KOCAELI02	0710	Engineering and Engineering Trades	1	3 students x 6 months	
		0710	Engineering and Engineering Trades	2	3 students x 6 months	
TR KOCAELI02	PL LODZ02	0710	Engineering and Engineering Trades	1	3 students x 6 months	
		0710	Engineering and Engineering Trades	2	3 students x 6 months	

[*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

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>)

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 *
PL LODZ02	TR KOCAELI02			1 week	1 week
TR KOCAELI02	PL LODZ02			1 week	1 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LODZ02	All	ENGLISH	POLISH	B2	B2
TR KOCAELI02	All	ENGLISH	TURKISH	B2	B2

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

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>

D. Additional requirements

TR KOCAELI02:

In section C, recommended language is Turkish for undergraduate students and is English for graduate students. However, incoming undergraduate students may take some courses offered by our department in English. It is also possible to select courses offered in English from other faculties/departments and/or courses from Graduate School. It should be agreed between the coordinators before the students arrive.

PL LODZ02:

TUL offers the following facilities for persons with disabilities:

- 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]
PL LODZ02	30 JUNE	30 NOVEMBER
TR KOCAELI02	JULY 1st	DECEMBER 1st

[* 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 5 weeks** after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral

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 20XX will only take effect as of 1 September 20XX+1. 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."]

In the event of unilateral 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 20XX will only take effect as of 1 September 20XX+1.

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

PL LODZ02:

TUL SCALE ECTS GRADES

5.0	A
4.5	B
4.0	C
3.5	D
3.0	E
2	FX/F

TR KOCAELI02:

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)

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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>

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
PL LODZ02	Email: foreignstudents@info.p.lodz.pl	http://erasmus.p.lodz.pl
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 62 Email: inerasmus@kocaeli.edu.tr	http://int.kocaeli.edu.tr/int/studentexchange.php?Visa=Residence

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
PL LODZ02	sao@info.p.lodz.pl	http://ife.p.lodz.pl/en/practical-information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 62 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=40D7F1CD0DDFBAD88607F7D8DB44EDE7

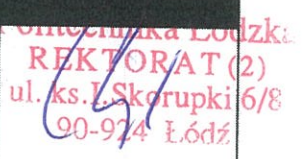

4. Housing

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
PL LODZ02	Application on-line via: http://mobility.p.lodz.pl/in	http://ife.p.lodz.pl/en/practical-information
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 62 Email: inerasmus@kocaeli.edu.tr	http://ogr.kocaeli.edu.tr/KOUBS/akts/ogrenci.cfm?Dilid=1&selection=71D228435D62B17CE843DA165C5E249A

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
PL LODZ 02	Prof. Grzegorz Bąk Vice-Rector for Education	2.11.2017	
TR KOCAELI02	Assoc. Prof. Dr. Banu İnan Karagül Erasmus Institutional Coordinator	26/10/2017	

⁸ Scanned signatures are accepted