



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² 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)
Lublin University of Technology	PL LUBLIN03	<u>Erasmus Departmental Coordinator:</u> Michał Dmitruk, MSc Faculty of Civil Engineering and Architecture <u>International Exchange Office Coordinator:</u> Marcin Żuk, MPhil ul. Nadbystrzycka 42 a (D.S. 4, p. 8) 20-501 Lublin, Poland tel.: +48 81 53 84 719 fax: +48 81 53 84 792 email: m.zuk@pollub.pl	International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en
Istanbul Gedik University	TRISTANBU42	<u>Erasmus Departmental Coordinator:</u> Esmagül Yakupoğlu Faculty of Fine Arts and Architecture <u>International Exchange Office Coordinator:</u> Assist.Prof.Dr.Zeynep Kaya Cumhuriyet Mahallesi, E-5 Yanyol No:29 34876 Yakacık/ Kartal İSTANBUL Tel : +90 216 452 45 85 -1151 Fax : +90 216 452 87 17 Email : zeynep.kaya@gedik.edu.tr	http://bbs.gedik.edu.tr/Ders_Plani.aspx?bno=61&bot=64

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

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 *
PL LUBLIN03	TRISTANBU42	581	Architecture and town planning		3 students 30 months	
TRISTANBU42	PL LUBLIN03	581	Architecture and town planning		3 students 30 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 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 LUBLIN03	TRISTANBU42	581	Architecture and town planning	2 teachers	
TRISTANBU42	PL LUBLIN03	581	Architecture and town planning	2 teachers	

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:

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>)

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]
PL LUBLIN03		English	-	B2	B2
TRISTANBU42		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 LUBLIN03:

In case you need more detailed information please contact the International Exchange Office.
Students: c.handzel@pollub.pl

Teachers: m.zuk@pollub.pl

TRISTANBU42

In case you need more detailed information please contact the International Exchange Office.

Students: esmagul.yakupoglu@gedik.edu.tr

Teachers: zeynep.kaya@gedik.edu.tr

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 LUBLIN03	15 June	30 November
TRISTANBU42	9 September	10 February

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.

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>

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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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

PL LUBLIN03:

ECTS grade	points	mark	Polish-in words	English-in words
A	91-100%	5,0	BARDZO DOBRY	EXCELLENT
B	81-90%	4,5	DOBRY PLUS	VERY GOOD
C	71-80%	4,0	DOBRY	GOOD
D	61-70%	3,5	DOSTATECZNY PLUS	SATISFACTORY
E	51-60%	3,0	DOSTATECZNY	SUFFICIENT
F	50% - 0%	2,0	NIEDOSTATECZNY	FAILED

TRISTANBU42 ;the following scale is used for all types of evaluations/examinations:

ECTS grades	Meaning	Turkish scale	Turkish meaning	Grade requirements
AA	(with distinctions)	4.0 four (dört)	Övgüye değer	90-100
BA	(excellent)	3.5 three and a half (üç buçuk)	mükemmel	85-89
BB	(very good)	3.0 three and a half (üç)	Çok iyi	80-84
CB	(good)	2.5 two and a half (iki buçuk)	iyi	75-79
CC	(almost good)	2.0 two (iki)	Neredeyse iyi	70-74
DC	(satisfactory)	1.5 one and a half (bir buçuk)	Tatmin edici	60-69

DD	(almost satisfactory)	1.0	one (bir)	Neredeyse tatmin edici	50-59
FD	(insufficient)	0.5	zero point five (sıfır nokta beş)	yetersiz	30-49
FF	(failure)	0.0	zero (sıfır)	başarısız	29 and less

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 LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
TRISTANBU42	esmagul.yakupoglu@gedik.edu.tr +90 (216) 452 45 85 ext.1222	http://www.gedik.edu.tr/eng/

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 LUBLIN03	<u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
TRISTANBU42	Esmagül Yakupoğlu esmagul.yakupoglu@gedik.edu.tr +90 (216) 452 45 85-1222	http://www.gedik.edu.tr/eng/

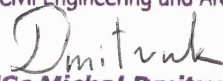
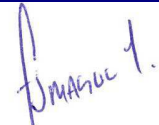
4. Housing

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 LUBLIN03	Students: Online application Teachers: Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en
TRISTANBU42	Esmagül Yakupoğlu esmagul.yakupoglu@gedik.edu.tr +90 (216) 452 45 85-1222	http://www.gedik.edu.tr/eng/?sayfa=icerik&tur=services&kategori=social-services&kategori1=dormitory&icerik=dormitory

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL LUBLIN03	Michał Dmitruk, MSc, Erasmus Departmental Coordinator, Faculty of Civil Engineering and Architecture	17.12.2013	LLP-Erasmus Co-ordinator Faculty of Civil Engineering and Architecture  MSc Michał Dmitruk
TRISTANBU42	Res.Assist. Esmagül Yakupoğlu Erasmus Departmental Coordinator, Faculty of Fine Arts and Architecture	18.12.2013	

⁷ Scanned signatures are accepted