



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 between programme countries

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	Lublin University of Technology PL LUBLIN03
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	<u>Erasmus Departmental Coordinator:</u> Dr Andrzej Smolarz Faculty of Electrical Engineering and Computer Science <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
Website (eg. Of the course catalogue)	International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en
Name of the institution (and department, where relevant) Erasmus code	ATILIM UNIVERSITY TR ANKARA 05
Contact details (Erasmus Institutional Coordinator and Departmental Coordinator)	Institutional Coordinator : Prof. Dr. İsmail Bircan, Vice Rector Kizillcaşar Mah, 06836 Incek, Ankara Tel +90 312 586 8228 Fax +90 312 586 8091 ibircan@atilim.edu.tr Erasmus Departmental Coordinator:

	<p>Güzin Tirkes Department of Computer Engineering Faculty of Engineering Tel.: +90 312 5868375 Fax: +90 312 586 8091 E-Mail: guzin.tirkes@atilim.edu.tr Erasmus Office Coordinator: Yigithan Erdogan yigithan.erdogan@atilim.edu.tr +90 312-586 8228, Ankara, Turkey</p>
Website (eg. Of the course catalogue)	<p>www.atilim.edu.tr Computer Engineering: http://compe.atilim.edu.tr/academicprograms/courseList/id/12?lang=en Information System Engineering: http://ise.atilim.edu.tr/academicprograms/courseList/id/27?lang=en Software Engineering: http://se.atilim.edu.tr/academicprograms/courseList/id/15?lang=en http://iro.atilim.edu.tr/ECTS-catalog-en.htm</p>

B. Mobility numbers 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 <i>[total number of months of the study periods or average duration*]</i>	Student Mobility for Traineeships
PL LUBLIN03	TR ANKARA05	0611/0610	Computer Engineering / Information and Communication Technologies (ICTs)	1 st , 2 nd	2 (20 months)	
TR ANKARA05	PL LUBLIN03	0611/0610	Information and Communication Technologies (ICTs)	1 st , 2 nd	2 (20 months)	

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03		English	-	B2	B2
TR ANKARA 05		EN	EN	B1 (EN)	B2 (EN)

For more details on the language of instruction recommendations, see the course catalogue of each institution:

D. Additional requirements

E TARRAGO01:

International web page: <http://iro.atilim.edu.tr/index-en.htm>

PL LUBLIN03:

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

Students (non-academic matters): m.wojcieszek@pollub.pl

Teachers: m.wojcieszek@pollub.pl

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
TR ANKARA 05	15 July	01 December

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

¹ 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>

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 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

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."

F. Information

1.Grading systems of the institutions

TR ANKARA 05: <http://iro.atilim.edu.tr/grading-system.htm>

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

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	<p><u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl</p> <p><u>Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl</p>	http://bwm.pollub.pl/en-erasmus.en
TR ANKARA 05	yigithan.erdogan@atilim.edu.tr Ph. +90 312 586 8228	http://iro.atilim.edu.tr/info-package.htm

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	<p><u>Students and Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl</p>	http://bwm.pollub.pl/en-erasmus.en
TR ANKARA 05	yigithan.erdogan@atilim.edu.tr Ph. +90 312 586 8228	http://iro.atilim.edu.tr/incoming_procedures-en.htm



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	<u>Students:</u> Online application <u>Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl	http://bwm.pollub.pl/sms-en-accommodation.en
TR ANKARA 05	yigithan.erdogan@atilim.edu.tr Ph. +90 312 586 8228	http://www.atilim.edu.tr/en/kampuste-barinma

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
PL LUBLIN03	Dr Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science	17.10.2013	
TR ANKARA 05	Prof.Dr. Ismail BIRCAN Vice Rector	13.08.2014	

² Scanned signatures are accepted

