



## 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	Contact details (email, phone)	Website (eg. of the course catalogue)
LUBLIN UNIVERSITY OF TECHNOLOGY	PL LUBLIN 03	<b>Erasmus Departmental Coordinator:</b> Dr Andrzej Smolarz Faculty of Electrical Engineering and Computer Science <b>International Exchange Office Coordinator:</b> Marcin Zuk, 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: <a href="mailto:m.zuk@pollub.pl">m.zuk@pollub.pl</a>	International Exchange Office website: <a href="http://www.bwm.pollub.pl">www.bwm.pollub.pl</a> ECTS Catalogue: <a href="http://bwm.pollub.pl/ects/en">http://bwm.pollub.pl/ects/en</a>
AMASYA UNIVERSITY TURKEY	TR AMASYA 01	<b>Erasmus Department Coordinator:</b> Assist. Prof. Dr. Ceylan YANGIN ERSANLI <b>Erasmus University Coordinator</b> Assist. Prof. Dr. Aslihan SEZGIN SEZER e-mail: <a href="mailto:aslihan.sezgin@amasya.edu.tr">aslihan.sezgin@amasya.edu.tr</a> <b>Head of International Relations Office</b> Assist. Prof. Dr. Ekrem SOLAK e-mail: <a href="mailto:ekremsolak@gmail.com">ekremsolak@gmail.com</a> <b>Postal address:</b> AMASYA ÜNİVERSİTESİ Akbilek Mahl. Muhsin Yazicioğlu Cad. No: 7, Rektörlük Binası, 2. Kat, UIB 05100 / AMASYA Phone / Fax: +90 358 252 71 91 e-mail: <a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a>	<a href="http://www.amasya.edu.tr">www.amasya.edu.tr</a>

## B. Mobility numbers<sup>1</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	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 LUBLIN 03	TR AMASYA 01	11,3	Computer Science	1	2 x 10 = 20	2
TR AMASYA01	PL LUBLIN 03	11,3	Computer Science	1	2 students (each for 2x5=10 months)	2 students

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 LUBLIN 03	TR AMASYA 01	11,3	Computer Science	2 weeks (for each department)	2 weeks
TRAMASYA 01	PL LUBLIN 03	11,3	Computer Science	2 persons / each for 1 week	2 persons / each for 1 week

[\*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.]

## 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:

<sup>1</sup> 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	Language of instruction	Recommended language of instruction level <sup>2</sup>	
		1	2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN 03		English	English	B2	B2
TR AMASYA 01		English	English	B1	C1

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 (academic matters): [c.handzel@pollub.pl](mailto:c.handzel@pollub.pl)

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

Teachers: [m.wojcieszek@pollub.pl](mailto:m.wojcieszek@pollub.pl)

##### TR AMASYA01

Selection/preparation/integration of incoming students and staff will be carried out in accordance with the principles of the Erasmus University Charter. Additional information are provided at [uib.erasmus@amasya.edu.tr](mailto:uib.erasmus@amasya.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 LUBLIN 03	15 June	30 November
TR AMASYA 01	July 30 <sup>th</sup>	January 30 <sup>th</sup>

[\* 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.
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."

<sup>2</sup> 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>

## 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>3</sup>. 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.]

TR AMASYA01 Credits (1 credit = 25 hours total work)

1 full academic year = 60 credits

1 semester = 30 credits

Grading distribution will be provided by student's Transcript of Records.

### 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 LUBLIN 03	<p><b>Students:</b> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: <a href="mailto:c.handzel@pollub.pl">c.handzel@pollub.pl</a></p> <p><b>Teachers:</b> Malgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: <a href="mailto:m.wojcieszek@pollub.pl">m.wojcieszek@pollub.pl</a></p>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>
TR AMASYA 01	<p>AMASYA ÜNİVERSİTESİ e-mail: <a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a> Phone / Fax: +90 358 252 71 91</p>	<a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a>

<sup>3</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.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 LUBLIN 03	<b>Students and Teachers:</b> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: <a href="mailto:m.wojcieszek@pollub.pl">m.wojcieszek@pollub.pl</a>	<a href="http://bwm.pollub.pl/en-erasmus.en">http://bwm.pollub.pl/en-erasmus.en</a>
TRAMASYA 01	<a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a> Phone / Fax: +90 358 252 71 91	<a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a>

### 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 LUBLIN 03	<b>Students:</b> Online application <b>Teachers:</b> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: <a href="mailto:m.wojcieszek@pollub.pl">m.wojcieszek@pollub.pl</a>	<a href="http://bwm.pollub.pl/sms-en-accommodation.en">http://bwm.pollub.pl/sms-en-accommodation.en</a>
TRAMASYA 01	e-mail: <a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a> Phone / Fax: +90 358 252 71 91	<a href="mailto:uib.erasmus@amasya.edu.tr">uib.erasmus@amasya.edu.tr</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
PL LUBLIN 03	Dr Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science	19.09.2014	
TRAMASYA 01	Prof. Dr. Metin ORBAY, Rektor	25.09.14	

<sup>4</sup> Scanned signatures are accepted