



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	<p><u>Erasmus Departmental Coordinator:</u> Dr Krzysztof Czarnocki Faculty of Management</p> <p><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</p>	<p>International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en</p>
<p>Gediz University</p> <p><u>Address:</u> Gediz University Seyrek Campus, Menemen, 35665, Izmir, Turkey</p>	TR IZMIR07	<p>Institutional Coordinator Mustafa Namli mustafa.namli@gediz.edu.tr +90-232-3550000 Ext:1069</p> <p>Faculty of Economics Coordinator Asst. Prof. Dr. Gaye Gungor gaye.gungor@gediz.edu.tr +90-232-355-0000 Ext: 2230</p> <p>Departmental Coordinator Asst. Prof. M. Hakan Gunturkun hakan.gunturkun@gediz.edu.tr +90-232-3550000 Ext:2242</p>	<p>www.gediz.edu.tr http://intoffice.gediz.edu.tr/ ECTS Catalogue: http://ects.gediz.edu.tr/degree_en.php</p>

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	Student Mobility for Traineeships
PL LUBLIN03	TR IZMIR07	041	Business and administration	1st	2 x 5 Months	NA
TR IZMIR07	PL LUBLIN03	041	Business and administration	1st	2 x 5 Months	NA

[*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	Staff Mobility for Training
PL LUBLIN03	TR IZMIR07	041	Business and administration	2 x 7 Days	2 x 7 Days
TR IZMIR07	PL LUBLIN03	041	Business and administration	2 x 7 Days	2 x 7 Days

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]
PL LUBLIN03		English	-	B1	B1
TR IZMIR07		English		B1	B2

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>)

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>

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

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

Teachers: m.wojcieszek@pollub.pl

TR IZMIR07: Enrolment only if 30 ECTS per semester

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 IZMIR07	15 July	30 November

[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."

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

TR IZMIR07:

ECTS SYSTEM			GEDIZ UNIVERSITY (GU) GRADING SYSTEM			
Level of Achievement	Letter	Definition	Equivalent value at GU	Percentage	Credits	Definition
First 10%	A	EXCELLENT: Outstanding performance with only minor errors	AA	90-100	4	Excellent
Next 10%	B	VERY GOOD: Above the average standard, but with some errors	BA	85-89	3.5	Very Good
Next 15%			BB	80-84	3	Good
Next 30%	C	GOOD: Generally sound work with a number of notable errors	CB	75-79	2.5	Average
Next 25%			CC	70-74	2	Sufficient
Next %10	D	SATISFACTORY: Fair but with significant shortcomings	DC	65-69	1.5	Pass
Unsuccessful	E	SUFFICIENT: Performance meets the minimum criteria	DD	60-64	1	Lower Pass
Unsuccessful	FX	FAIL: Some more work required before the credit can be awarded	FD	50-59	0.5	Fail
	F	FAIL: Considerable further work is required	FF	0.49	0	Bad 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
PL LUBLIN03	<u>Students:</u> Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
TR IZMIR07	erasmus@gediz.edu.tr +90-232-3550000 Ext:1069	http://intoffice.gediz.edu.tr/detail/1311201313341375/994/1021/EN

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 and Teachers:</u> Małgorzata Wojcieszek, MA tel.: +48 81 53 84 357 email: m.wojcieszek@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
TR IZMIR07	erasmus@gediz.edu.tr +90-232-3550000 Ext:1069	http://intoffice.gediz.edu.tr/detail/14112013134146343/994/1022/EN



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 IZMIR07	erasmus@gediz.edu.tr +90-232-3550000 Ext:1069	http://intoffice.gediz.edu.tr/detail/1411201316234546/994/1023/EN

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL LUBLIN03	Dr Krzysztof Czarnocki, Erasmus Departmental Coordinator, Faculty of Management	05/05/2015	
TR IZMIR07	Prof. Dr. Mustafa GUNES Vice Rector Erasmus Institutional Coordinator	05/05/2015	

⁷ Scanned signatures are accepted