



Erasmus+ Programme

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

Inter-institutional¹ agreement 2015/2016-2020/2021² 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> Prof. 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	International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en
Bülent Ecevit University (BEU)	TR ZONGULD01	Erasmus+ Programme Coordinator: Assoc. Prof. Dr. Serdar ULUBEYLİ erasmus@beun.edu.tr Bülent Ecevit University Foreign Relations Coordinator Farabi Kampüsü Öğrenci İşleri D.B. Binası Kat: 2 67100 İncivez-ZONGULDAK / TÜRKİYE Tel: +90/372/2574010 Ext:1639	International Exchange Office website: http://digk.beun.edu.tr/erasmus-eng/

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.

		fax: +90/372/2576215 fax: +90/372/2576215 Administrative (Faculty) coordinator: Assist. Prof. Dr. Rukiye UZUN Bulent Ecevit University Faculty of Engineering 67100 İncivez ZONGULDAK rukiye.uzun@beun.edu.tr Tel: +90/372/2574010 Ext:1517 fax: +90/372/2574023 Academic (Departmental) coordinator: Assoc. Prof. Dr. Zehra SARAÇ Bulent Ecevit University Faculty of Engineering Department of Electrical and Electronics Eng. 67100 İncivez ZONGULDAK saraczehra@yahoo.com Tel: +90/372/2574010 Ext:1624 fax: +90/372/2574023	ECTS Catalogue: http://eobs.beun.edu.tr/Program/DersPlan/6106
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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	TRZONGULD 01	0611	Computer use	1,2	2x5 months	5
		0713	Electricity and energy	1,2	2x5 months	5
TRZONGULD 01	PL LUBLIN03	0611	Computer use	1,2	2x5 months	5
		0713	Electricity and energy	1,2	2x5 months	5

[*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.]

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>)

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	TRZONGULD 01	0611	Computer use	2 teachers	Min. 2 days(8 hours)
		0713	Electricity and energy	2 teachers	Min. 2 days(8 hours)
TRZONGULD 01	PL LUBLIN03	0611	Computer use	2 teachers	Min. 2 days(8 hours)
		0713	Electricity and energy	2 teachers	Min. 2 days(8 hours)

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
TRZONGULD 01		English	Turkish	-	-

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:

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>

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

Staff: m.wilczynska@pollub.pl

TR ZONGULD 01:

- Incoming students receive minimum 20 credits in their subject area. Students are also allowed to take courses in other study fields to a maximum of 10 credits. (A maximum of 30 credits can be received for the courses taken.)
- Selection process: the partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.

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 ZONGULD 01	Nomination deadline: 5 May Application deadline for incoming students 1 June (September-January)	Nomination deadline: 10 November Application deadline for incoming students 1 December (February-June)

[* 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: <http://bwm.pollub.pl/GradingSystemLUT.en>

TR ZONGULD 01: <http://eobs.beun.edu.tr/EOBS/Bilgi/DegerlendirmeSistemi>

For each of the courses the student has taken, one of the letter marks below are assigned by academic staff as the end of term mark. The coefficients and 100-point equivalents of letter marks are provided below:

The degree of success, mark, coefficient and point equivalents are:

Level	Grade	Coefficient	Score
Outstanding	AA	4.00	91 - 100
Excellent	BA	3.50	81 - 90
Very good	BB	3.00	71 - 80
Commendable	CB	2.50	61 - 70
Good	CC	2.00	51 - 60
Competent	DC	1.50	43 - 50
Satisfactory	DD	1.00	33 - 42
Marginal Pass	FD	0.50	23 - 32
Weak Pass	FD		13 - 22
Pass	FF		
Fail	FF		
Exempt	MU		
Excuse	MU		
Non-Attendance	DZ	0.00	
Non-Attendance to exam	GR	0.00	

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	Students: Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl Staff: Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
TR ZONGULD 01	Assoc. Prof. Dr. Serdar ULUBEYLİ erasmus@beun.edu.tr Bülent Ecevit University	http://erasmus.beun.edu.tr/en

	Foreign Relations Coordinator Farabi Kampüsü Öğrenci İşleri D.B. Binası Kat: 2 67100 İncivez-ZONGULDAK / TÜRKİYE Tel: +90/372/2574010 Ext:1639 fax: +90/372/2576215	
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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	Students: Celina Handzel, PhD tel.: +48 81 53 84 790 email: c.handzel@pollub.pl Staff: Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl	http://bwm.pollub.pl/en-erasmus.en
TR ZONGULD 01	Assoc. Prof. Dr. Serdar ULUBEYLİ erasmus@beun.edu.tr Bülent Ecevit University Foreign Relations Coordinator Farabi Campus Öğrenci İşleri D.B. Binası Kat: 2 67100 İncivez-ZONGULDAK / TÜRKİYE Tel: +90/372/2574010 Ext:1639 fax: +90/372/2576215	http://erasmus.beun.edu.tr/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	<p>Students: Online application</p> <p>Staff: Małgorzata Wilczyńska, MA tel.: +48 81 53 84 357 email: m.wilczynska@pollub.pl</p>	http://bwm.pollub.pl/sms-en-accommodation.en
TR ZONGULD 01	<p>Assoc. Prof. Dr. Serdar ULUBEYLİ erasmus@beun.edu.tr Bülent Ecevit University</p> <p>Foreign Relations Coordinator Farabi Kampüsü Öğrenci İşleri D.B. Binası Kat: 2 67100 İncivez-ZONGULDAK / TÜRKİYE Tel: +90/372/2574010 Ext:1639 fax: +90/372/2576215</p>	http://erasmus.beun.edu.tr/en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
PL LUBLIN03	Prof. Andrzej Smolarz, Erasmus Departmental Coordinator, Faculty of Electrical Engineering and Computer Science	13.05.2016	
TR ZONGULD 01	Assoc. Prof. Dr. Zehra SARAÇ Erasmus Departmental Coordinator, Bülent Ecevit University Department of Electrical and Electronic Engineering	20.05.2016	

⁷ Scanned signatures are accepted