



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)
Yıldız Technical University	TR ISTANBU07	<u>Institutional:</u> Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		<u>Departmental:</u> Assist. Prof. Dr. Emel Esen Faculty of Economics and Administrative Sciences Business Administration Department e-mail: yildizerasmus.mgmt@gmail.com	

Lodz University of Technology International Faculty of Engineering	PL LODZ02	Contact person: Krzysztof Podstawek, BSc International Coordinator International Faculty of Engineering Żwirki 36, 90-924 Łódź, POLAND Tel: +48 42 6383844 Fax: +48 42 6360652 krzysztof.podstawek@p.lodz.pl ife@adm.p.lodz.pl	www.ife.p.lodz.pl www.mobility.p.lodz.pl/in on-line application Course offer: http://www.ife.p.lodz.pl/index.php?option=com_content&view=article&id=1394&Itemid=427&lang=en (Bachelor degree) http://www.ife.p.lodz.pl/index.php?option=com_content&view=article&id=1395&Itemid=428&lang=en (Master degree)
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B. Mobility numbers 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 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	
TR ISTANBU07	PL LODZ02	041	Business Admin.	1 st , 2 nd	2*10=20	Only by individual agreement
PL LODZ02	TR ISTANBU07	041	Business Admin.	1 st , 2 nd	2*10=20	Only by individual agreement

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	
TR ISTANBU07	PL LODZ02	041	Business Admin.	2*5=10 days	2*5=10 days
PL LODZ02	TR ISTANBU07	041	Business Admin.	2*5=10 days	2*5=10 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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English	Turkish	B1	B2
PL LODZ02		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

TR ISTANBU07: <http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/forspecialneeds>

PL LODZ 02: TUL offers the following facilities for persons with disabilities:

- Special Office for Students with Disabilities
- most buildings (including two student dormitories) are adjusted to the needs of persons with motor disabilities
- all faculties are equipped with facilities supporting persons with poor hearing
- library provides access to its resources and internet for persons with poor hearing and vision
- possibility of individual study programme
- transport assistance and individual transport for persons with motor disabilities
- rental of specialist equipment and software for persons with hearing and visual disorders
- assistance of sign language interpreters
- adaptation of learning materials
- psychological help
- career guidance
- sports

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>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December
PL LODZ02	June 30 th for applications, July 15 th for EPS applications	November 30 th for applications (including EPS)

2. The receiving institution will send its decision within [4] weeks
3. A Transcript of Records will be issued by the receiving institution no later than [4] 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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, 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 ISTANBU07: <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

PL LODZ 02:

Standard grading system at TUL		
Note	Grade	Definition
5.0	A	Excellent
4.5	B	Very good
4.0	C	Good
3.5	D	Satisfactory
3.0	E	Sufficient
2	FX/F	Fail

http://www.p.lodz.pl/en/ects/en/menu1589,ects_credit_allocation_based_on_the_student_workload_needed_in_order_to_achieve_expected_learning_outcomes_index.htm

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
PL LODZ02	foreignstudents@info.p.lodz.pl	http://www.p.lodz.pl/rekrutacja.menu1616.cud.zozlemcy_index.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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
PL LODZ02	foreignstudents@info.p.lodz.pl sao@info.p.lodz.pl	http://www.p.lodz.pl/ects/en.menu1516.cost_of_living_index.htm


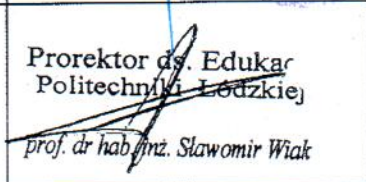
4. Housing

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
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?p=r=infoforstudents/accommodation
PL LODZ02	Application on-line via: http://mobility.p.lodz.pl/in	http://www.p.lodz.pl/ects/en.menu1516.cost_of_living_index.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	03 AUG 2015	
Lodz University of Technology PL LODZ02	Prof. Sławomir WIAK <i>Vice-Rector for Education</i>		 Prorektor ds. Edukacji Politechniki Łódzkiej <i>prof. dr hab. inż. Sławomir Wiak</i>

² Scanned signatures are accepted