Erasmus+ Programme

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

Inter-institutional agreement 2021-2022
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	**Institutional:** Dr. Murat TURHAN (*Institutional Erasmus Coordinator*) Tel: +90 212 383 3932 E-mail: erasmus@yildiz.edu.tr bilateralagreements@yildiz.edu.tr **Departmental:** Assoc. Prof. M. Selcuk ARSLAN - msarslan@yildiz.edu.tr	www.yildiz.edu.tr www.erasmus.yildiz.edu.tr/en Course Catalogue: www.bologna.yildiz.edu.tr

| Politechnika Koszalińska -Koszalin University of Technology, Poland | PL KOSZALI 01 | Koszalin University of Technology ul. Sniadeckich 2, 75-453 Koszalin, Poland **Institutional Coordinator:** mgr Aleksandra Zając aleksandra.zajac@tu.koszalin.pl **Faculty of Mechanical Engineering** Departmental Coordinator dr hab. inż. Igor Maciejewski igor.maciejewski@tu.koszalin.pl Outgoing students: mgr inż. Ewa Glijerska-Bałasz egbalasz@tu.koszalin.pl Incoming students, staff: mgr Diana Wojtewicz diana.wojtewicz@tu.koszalin.pl | http://www.tu.k oszalin.pl/art/25 8 http://www.tu.k oszalin.pl/art/52 8 |

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, 1st, 2nd or 3rd]	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 KOSZALI01	07-071	Mechatronics Engineering	1st,2nd	2 x 5 months (10 months total)	Only by individual agreement
PL KOSZALI01	TR ISTANBU07	07-071	Mechatronics Engineering	1st,2nd	2 x 5 months (10 months total)	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 KOSZALI01	07-071	Mechatronics Engineering	2x5 days	2x5 days
PL KOSZALI01	TR ISTANBU07	07-071	Mechatronics Engineering	2x 5 days	2x 5 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	0714 and 0715	English		B1	B2
PL KOSZALI01	07-071	Polish	English	B1 Polish or B1 English[2]	B2 Polish or B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution[Links provided on the first page].

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[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] B1 Polish or B1 English is compulsory.

D. Additional requirements

TR ISTANBU07:

- Exchange students should be nominated by the home institution.
- Exchange students are required to complete the online application module: https://ytuerasmus.yildiz.edu.tr/
- YTU provides infrastructure for welcoming students and staff with special needs.

Additional requirements at Koszalin University of Technology

Documents required at Koszalin University of Technology: http://www.tu.koszalin.pl/art/528

- ✓ Learning Agreement ,
- ✓ Application Form,
- ✓ Accommodation Form (optional)
- ✓ Transcript of Records from Home University.

Koszalin University of Technology has the infrastructure to welcome students and staff with disabilities: http://www.tu.koszalin.pl/art/273

http://www.tu.koszalin.pl/kat/228

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 15th May-15th July	Online Application Period 15th October-15th December
PL KOSZALI 01	15th June	15th December

2. The receiving institution will send its decision within [5] 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

[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

Grading scale at Koszalin University of Technology:

local grade	ECTS grade	definition
5	A	very good
4,5	B	better than good
4	C	good
3,5	D	satisfactory
3	E	sufficient
2	F/FX	failed

2. Visa and Residence Permit

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.erasmus.yildiz.edu.tr/page/Erasmus--Studies-Europe/Visa-and–Residence-Permit/472 https://e-ikamet.goc.gov.tr/
PL KOSZALI 01	diana.wojtewicz@tu.koszalin.pl ; +48 94 3486552	Erasmus student guide: http://www.tu.koszalin.pl/art/528 - Erasmus+ student Guide

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.erasmus.yildiz.edu.tr/page/27/1 http://www.sgk.gov.tr/wps/portal/sgk/en/detail/foreign_healthcare https://e-ikamet.goc.gov.tr/
PL KOSZALI01	diana.wojtewicz@tu.koszalin.pl ; +48 94 3486552	http://www.tu.koszalin.pl/art/274

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.erasmus.yildiz.edu.tr/page/18 https://yildiz.esnturkey.org/accommodation
PL KOSZALI01	diana.wojtewicz@tu.koszalin.pl	http://www.tu.koszalin.pl/art/270 http://akademiki.tu.koszalin.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
TR ISTANBU07	Dr. Murat Turhan *Institutional Erasmus Coordinator*	07.04.2021	*(stamp: YILDIZ TECHNICAL UNIVERSITY TU OFFICE; signature)*
PL KOSZALI 01	**Prof. Dantua Zawadzka, Rector**	9/04/2021	REKTOR *(signature)* dr hab. Danuta Zawadzka profesor Politechniki Koszalińskiej

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[3]Scanned signatures are accepted