



## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2014-2018 between programme countries

#### [Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>Karabuk University</b>	TR KARABUK01	Lect.Oya Önalın LLP /International Relations Coordinator Tel :+ 90 370 433 6687 Fax :+ 90 370 4336697 E-mail :oyaonalın@karabuk.edu.tr	<a href="http://www.karabuk.edu.tr">www.karabuk.edu.tr</a> <a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>
<b>Lodz University of Technology International Faculty of Engineering</b>	PL LODZ02	<b>Contact person:</b> Magdalena Drabek, MSc International Coordinator International Faculty of Engineering Żwirki 36, 90-924 Łódź, POLAND Tel: +48 42 6383842 Fax: +48 42 6360652 <a href="mailto:magdalena.drabek@p.lodz.pl">magdalena.drabek@p.lodz.pl</a>  <a href="mailto:ife@adm.p.lodz.pl">ife@adm.p.lodz.pl</a>	<a href="http://www.ife.p.lodz.pl">www.ife.p.lodz.pl</a> <a href="http://www.mobility.p.lodz.pl/in">www.mobility.p.lodz.pl/in</a> on-line application Course offer: <a href="http://www.ife.p.lodz.pl/index.php?option=com_content&amp;view=article&amp;id=1394&amp;Itemid=427&amp;lang=en">http://www.ife.p.lodz.pl/index.php?option=com_content&amp;view=article&amp;id=1394&amp;Itemid=427&amp;lang=en</a> (Bachelor degree) <a href="http://www.ife.p.lodz.pl/index.php?option=com_content&amp;view=article&amp;id=1395&amp;Itemid=428&amp;lang=en">http://www.ife.p.lodz.pl/index.php?option=com_content&amp;view=article&amp;id=1395&amp;Itemid=428&amp;lang=en</a> (Master degree)

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>4</sup> 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 <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 LODZ02	TR KARABUK01	481	Computer Science	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 months	
		521	Mechanics and Metal Work		2 x 10 months	
TR KARABUK01	PL LODZ02	481	Computer Science	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 months	
		521	Mechanics and metal work		2 x 10 months	

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 LODZ02	TR KARABUK 01	481	Computer Science	To be defined	To be defined
		521	Mechanics and metal work	To be defined	To be defined
TR KARABUK 01	PL LODZ02			To be defined	To be defined

<sup>4</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>)

### 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LODZ02		English		B2	B2
TR KARABUK01		English	Turkish	B1 English	B2 English

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 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

#### **TR KARABUK 01**

All incoming students must be nominated by their home institution before the deadline date. Application forms and documents need to be forwarded to Kerim TANIŞ – International office by our deadline dates. Karabuk University can arrange support to students/staff with disabilities, please contact Kerim TANIŞ for details.

<sup>5</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>

## 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 LODZ02	June 30 <sup>th</sup> for applications, July 15 <sup>th</sup> for EPS applications	November 30 <sup>th</sup> for applications (including EPS)
TR KARABUK01	Nomination: May 1 <sup>st</sup> Application: May 31st	Nomination: October 1st Application: October 31st

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.
4. Termination of the agreement

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.

## F. Information

### 1. Grading systems of the institutions

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</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.]*

#### **PL LODZ02:**

Standard grading system at PL LODZ02		
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/ectsen,menu1589,ects\\_credit\\_allocation\\_based\\_on\\_the\\_student\\_workload\\_needed\\_in\\_order\\_to\\_achieve\\_expected\\_learning\\_outcomes\\_index.htm](http://www.p.lodz.pl/en/ectsen,menu1589,ects_credit_allocation_based_on_the_student_workload_needed_in_order_to_achieve_expected_learning_outcomes_index.htm)

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

**TR KARABUK01:**

ECTS SYSTEM	KBU GRADING SYSTEM		
	Assoc. & Bachelor's Degree		
Letter Grades	Letter Equivalent	Grading in 100	Grading in 4.00
A	A1	90-100	4.00
B	A2	80-89	3.50
C	B1	70-79	3.00
D	B2	65-69	2.75
E	C	60-64	2.50
	G		0
FX	F3		
F	F1		
	F2		
	K		

**Failing Grades:**

- 1) F1: is given to students who do not fulfill the requirements for attendance, and who do not have right to take the final or makeup examination, coefficient is zero.
- 2) F2: is given to students who attend the classes regularly, but do not take the final or makeup examinations, coefficient is zero.
- 3) F3: is given to students who attend the classes regularly, take the final or makeup examinations, but whose percentage of the exam is
- 4) K: is given to students who fail the course. It is for non-credit courses
- 5) G: Pass (Out of Grade)

ECTS SYSTEM	KBU GRADING SYSTEM					
	Master's Degree			Doctorate's Degree		
Letter Grades	Letter Equivalent	Grading in 100	Grading in 4.00	Letter Equivalent	Grading in 100	Grading in 4.00
A	AA	95-100	4.00	AA	95-100	4.00
B	BA	85-94	3.50	BA	85-94	3.50
C	BB	75-84	3.00	BB	75-84	3.00
D	CB	65-74	2.50			
E	G		0	G		0
FX	F1			F1		

F	F2		F2	
	F3		F3	
	K/E		K/E	

## **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 LODZ02	<a href="mailto:foreignstudents@info.p.lodz.pl">foreignstudents@info.p.lodz.pl</a>	<a href="http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm">http://www.p.lodz.pl/rekrutacja,menu1616,cudzoziemcy_index.htm</a>
TR KARABUK01	Kerim TANIŞ Tel: +903704336687 <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a>	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

## **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 LODZ02	<a href="mailto:foreignstudents@info.p.lodz.pl">foreignstudents@info.p.lodz.pl</a> <a href="mailto:sao@info.p.lodz.pl">sao@info.p.lodz.pl</a>	<a href="http://www.p.lodz.pl/ectsen,menu1516,cost_of_living_index.htm">http://www.p.lodz.pl/ectsen,menu1516,cost_of_living_index.htm</a>
TR KARABUK01	Kerim TANIŞ Tel: +903704336687 <a href="mailto:kerimtanis@karabuk.edu.tr">kerimtanis@karabuk.edu.tr</a>	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</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 LODZ02	Application on-line via: <a href="http://mobility.p.lodz.pl/in">http://mobility.p.lodz.pl/in</a>	<a href="http://www.p.lodz.pl/ects/en/menu1516/cost_of_living_index.htm">http://www.p.lodz.pl/ects/en/menu1516/cost_of_living_index.htm</a>
TR KARABUK01	Kerim TANIŞ Tel: +903704336687 kerimtanis@karabuk.edu.tr	<a href="http://uluslararasi.karabuk.edu.tr/ects/default.aspx">http://uluslararasi.karabuk.edu.tr/ects/default.aspx</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
Lodz University of Technology PL LODZ02	Prof. Sławomir WIAK Vice-Rector for Education	07.03.14	 <p>Proroktor ds. Edukacji Politechniki Łódzkiej Prof. dr hab. inż. Sławomir Wia</p>
TR KARABUK01	Prof. Dr. Burhanettin UYSAL Rector	14 FEB 2014	

<sup>7</sup> Scanned signatures are accepted