



Merhaba
teyisti

Erasmus+ Programme

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

Inter-institutional agreement 2014-21

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 ¹ (email, phone)	Website (eg. of the course catalogue)
University of Lodz Faculty of Physics and Applied Informatics	PL LODZ01	Institutional Erasmus Coordinator: Prof. Eleonora Bielawska-Batorowicz ebator@uni.lodz.pl Faculty Coordinator: Prof. Paweł Caban p.caban@merlin.phys.uni.lodz.pl Administrative contact: International Relations Office Poland, Lodz, 90-131 65 Narutowicza Str. email: bwz@uni.lodz.pl (agreements and outgoing students) iso@uni.lodz.pl (incoming students) Tel: + 48 42 635 4037 Fax: + 48 42 635 4789	www.iso.uni.lodz.pl http://www.wfis.uni.lodz.pl/wfis-main/main-page?lang=en
Karabük University	TR KARABUK01	Lect. Oya Onalan LLP/International Relations Coordinator Balıklarkayaı. 100. Yıl 78050	http://www.karabuk.edu.tr/EN/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Karabuk/Turkey Tel.: +90 370 433 66 87 Fax: +90 370 433 66 97 e-mail: oyaonalan@karabuk.edu.tr	
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B. Mobility numbers² 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	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies (months)	Student Mobility for Traineeships
PL LODZ01	TR KARABUK 01	481	Computer science	1 st , 2 nd , 3 rd	4*5:20 months	
TR KARABUK 01	PL LODZ01	481	Computer science	1 st , 2 nd , 3 rd	4*5:20 months	

[*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	TO	Subject area code	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching (days)	Staff Mobility for Training
PL LODZ01	TR KARABUK01	481	Computer science	2x5=10	2x5=10
TR KARABUK01	PL LODZ01	481	Computer science	2x5=10	2x5=10

² 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
PL LODZ01	Computer science	English	Polish	English B1	English B2
TR KARABUK01	Computer science	English		English B1	English 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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

PL LODZ01: UL welcomes students with disabilities. While sending the nomination letter, please inform the International Students Office (10 months prior to arrival) about students with disabilities in order to provide the proper support to these students. The University of Lodz has the infrastructure to welcome students with some types of disabilities.

E. Calendar

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

Receiving institution	Autumn term* [month]	Spring term* [month]
PL LODZ01	Online application: 30 th June https://enrolment.uni.lodz.pl/	Online application: 15 th December https://enrolment.uni.lodz.pl/
TR KARABUK01	July 15	October 1

[to be adapted in case of a trimester system]*

2. PL LODZ01: The receiving institution will send its conditional decision within [4] 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide³. 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.]

Grading system at the University of Lodz <http://iso.uni.lodz.pl/erasmus/ects-system>

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 LODZ01	International Students Office iso@uni.lodz.pl Tel: + 48 42 635 47 90	www.iso.uni.lodz.pl

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

TR KARABUK01	International Relations Office Lec. Kerim TANIS Tel: +903704336687 Email: kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx
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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 LODZ01	International Students Office iso@uni.lodz.pl Tel: + 48 42 635 47 90	www.iso.uni.lodz.pl
TR KARABUK01	International Relations Office Lec. Kerim TANIS Tel: +903704336687 Email: kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

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
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code]		
PL LODZ01	International Students Office iso@uni.lodz.pl Tel: + 48 42 635 47 90	www.iso.uni.lodz.pl
TR KARABUK01	International Relations Office Lec. Kerim TANIS Tel: +903704336687 Email: kerimtanis@karabuk.edu.tr	http://uluslararasi.karabuk.edu.tr/ects/default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature ⁴
PL LODZ01	Prof. Zofia Wysokińska Pro-rector in Charge of International Relations	18.09.2014	DS. WSPÓLPRACY Z ZAGRANICĄ UNIWERSYTETU ŁÓDZKIEGO <i>prof. dr hab. Zofia Wysokińska</i>
TR KARABUK01	Prof. Dr. Burhanettin UYSAL Rector	24.10.2014	<i>B. Uysal</i>

⁴ Scanned signatures are accepted