



Erasmus+ Programme

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

Inter-institutional<sup>1</sup> agreement 2018/19 – 2020/21  
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)
Istanbul Kültür University	TR ISTANBU 19	<p>International Office Ataköy Campus, D-100 Yanyol, Bakırköy,34156, Istanbul erasmus@iku.edu.tr</p> <p><b>Seçkin Taygun Altıntaş</b> Erasmus Institutional Coordinator E-mail : s.altintas@iku.edu.tr Tel: +90 212 498 44 66</p> <p><b>Ecem Baloğlu</b> Incoming Students, Inter-Institutional Agreements and ERASMUS+ World E-mail : e.baloglu@iku.edu.tr Tel: +90 212 498 4056</p> <p><b>Aylin Atli</b> Outgoing Students for Student Mobility E-mail : a.atli@iku.edu.tr Tel: +90 212 498 4421</p> <p><b>Ebru Kara</b> Outgoing Students for Internship E-mail : ebru.kara@iku.edu.tr Tel: +90 212 498 4058</p> <p><b>Murat Akan</b> European Internship Consortia and Staff Mobility E-mail: <a href="mailto:m.akan@iku.edu.tr">m.akan@iku.edu.tr</a> Tel: +90 212 498 4571</p>	<p><a href="http://www.iku.edu.tr/ENG/index.php">http://www.iku.edu.tr/ENG/index.php</a></p> <p>Academic Package via: <a href="https://www.iku.edu.tr/EN/ects.php">https://www.iku.edu.tr/EN/ects.php</a></p>

<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.

<p>Lodz University of Technology</p> <p>International Faculty of Engineering</p>	<p>PL LODZ02</p>	<p>International Cooperation Centre Żwirki 36, 90-924 Łódź, POLAND Tel.: + 48 42 638 38 00</p> <p><b>Incoming students:</b> <b>Krzysztof Podstawek</b> krzysztof.podstawek@p.lodz.pl</p> <p><b>Outgoing students:</b> <b>Joanna Włodarczyk</b> joanna.wlodarczyk@p.lodz.pl</p> <p>erasmus@info.p.lodz.pl</p>	<p><a href="http://www.p.lodz.pl">http://www.p.lodz.pl</a> <a href="http://www.ife.p.lodz.pl/en">http://www.ife.p.lodz.pl/en</a></p> <p>BSc programmes in English: <a href="https://www.ife.p.lodz.pl/en/bsc-studies">https://www.ife.p.lodz.pl/en/bsc-studies</a> MSc programmes in English: <a href="https://www.ife.p.lodz.pl/en/msc-studies">https://www.ife.p.lodz.pl/en/msc-studies</a></p> <p>General information for incoming students: <a href="http://ife.p.lodz.pl/en/incoming-students">http://ife.p.lodz.pl/en/incoming-students</a> on-line application for exchange students: <a href="http://www.mobility.p.lodz.pl/in">www.mobility.p.lodz.pl/in</a></p>
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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 *
TR ISTANBU19	PL LODZ02	071	Engineering and Engineering Trades	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 6 months (12 months)	-
PL LODZ02	TR ISTANBU19	071	Engineering and Engineering Trades	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 6 months (12 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 ISTANBU19			1 x 5 days	TBD
TR ISTANBU19	PL LODZ02			1 x 5 days	TBD

<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]
TR ISTANBU19		English		B1 (English)	N/A
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 ISTANBU19:** is able to receive students with disabilities. This can be discussed before each nomination.

**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

### 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 ISTANBU19	Application Deadline: June 15th	Application Deadline: November 15th
PL LODZ02	Nomination/application deadline: June 30 <sup>th</sup> July 15 <sup>th</sup> (for EPS application)	Nomination/application deadline: November 30 <sup>th</sup> (including EPS)

<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>

2. TR ISTANBU19 will send its decision within 5 weeks

PL LODZ02 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. 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

	Lodz University of Technology	Istanbul Kültür University
WWW for Incoming Students	<a href="http://www.ife.p.lodz.pl/en/incoming-students">www.ife.p.lodz.pl/en/incoming-students</a> <b>Application for incoming students:</b> <a href="http://www.mobility.p.lodz.pl/in">www.mobility.p.lodz.pl/in</a> (after nomination from Partner university we send the application procedure to all Erasmus candidates)	<a href="http://www.iku.edu.tr/ENG/index.php">http://www.iku.edu.tr/ENG/index.php</a> <a href="http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html">http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html</a>
WWW Course Catalogue	BSc programmes : <a href="http://www.ife.p.lodz.pl/en/bsc-studies">www.ife.p.lodz.pl/en/bsc-studies</a> MSc programmes : <a href="http://www.ife.p.lodz.pl/en/msc-studies">www.ife.p.lodz.pl/en/msc-studies</a> Application for incoming students (including IFE offer in English) <a href="http://www.mobility.p.lodz.pl/in">www.mobility.p.lodz.pl/in</a>	<a href="https://www.iku.edu.tr/EN/ects.php">https://www.iku.edu.tr/EN/ects.php</a>
Housing <sup>6</sup>	<a href="http://www.ife.p.lodz.pl/en/practical-information">www.ife.p.lodz.pl/en/practical-information</a>	<a href="https://www.iku.edu.tr/ENG/15/2391/accommodation.html">https://www.iku.edu.tr/ENG/15/2391/accommodation.html</a>
Contact details	Application: <a href="http://www.mobility.p.lodz.pl/in">www.mobility.p.lodz.pl/in</a>	<a href="mailto:e.baloglu@iku.edu.tr">e.baloglu@iku.edu.tr</a>
WWW Visa Information <sup>7</sup>	-	<a href="https://www.iku.edu.tr/ENG/15/2390/visa-residence-permit.html">https://www.iku.edu.tr/ENG/15/2390/visa-residence-permit.html</a>
Contact details	<a href="mailto:foreignstudents@info.p.lodz.pl">foreignstudents@info.p.lodz.pl</a>	<a href="mailto:e.baloglu@iku.edu.tr">e.baloglu@iku.edu.tr</a>
WWW Insurance Information <sup>8</sup>	<a href="http://www.ife.p.lodz.pl/en/practical-information">www.ife.p.lodz.pl/en/practical-information</a>	<a href="http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html">http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html</a>
Contact details	<a href="mailto:sao@info.p.lodz.pl">sao@info.p.lodz.pl</a>	<a href="mailto:e.baloglu@iku.edu.tr">e.baloglu@iku.edu.tr</a>

<sup>6</sup> The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>7</sup> 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 ECHE.

<sup>8</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

Grading systems of the institutions**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

**TR ISTANBU19:**<http://www.iku.edu.tr/EN/ectsikuinfo.html#>**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>10</sup>
Lodz University of Technology PL LODZ02	Prof. Grzegorz Bąk Vice-Rector for Education	23.01.2018 Prorektor ds. Kształcenia Politechniki Łódzkiej prof. dr hab. Grzegorz Bąk	
Istanbul Kültür University TR ISTANBU19	Istanbul Kültür University Erasmus+ Institutional Coordinator Seçkin Taygun Altıntaş	24.01.2018  www.iku.edu.tr	

<sup>9</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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.

<sup>10</sup> Scanned signatures are accepted

