

# Erasmus+ Programme

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

## **Inter-institutional agreement 2014-2020** **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  | Erasmus code    | Contact details   | Website  |
|--|-----------------|---|--|
| Istanbul Kültür University   | TR<br>ISTANBU19 | <b>Burcu Atalay-Emre, M.A.</b><br><b><a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a>, <a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a></b><br>European and International Center,<br>Ataköy Campus, D-100 Yanyol,<br>Bakırköy, 34156, Istanbul.<br><b>Agreements:</b> <a href="mailto:agreements-eic@iku.edu.tr">agreements-eic@iku.edu.tr</a><br><b>Outgoing:</b> <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a><br><b>Staff:</b> <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a><br><b>Incomings:</b> <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a> | <a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a><br>course catalogue:<br><a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>                                   |
|  |                 | <b><u>Faculty Coordinator</u></b><br>Yrd. Doç. Dr. Ertuğrul Saatçi<br><a href="mailto:e.saatci@iku.edu.tr">e.saatci@iku.edu.tr</a>  |  |
| KIELCE UNIVERSITY OF TECHNOLOGY<br>Al. Tysiąclecia Państwa Polskiego 7<br>25- 314 Kielce | PL KIELCE01     | <b>Ewa Włodarczyk</b><br>Erasmus Institutional Coordinator<br>Department of International Relations<br><a href="mailto:ewlodarczyk@tu.kielce.pl">ewlodarczyk@tu.kielce.pl</a> ,<br><a href="mailto:erasmus@tu.kielce.pl">erasmus@tu.kielce.pl</a><br><b><u>Faculty Coordinators :</u></b><br><b>Dorota Wiraszka, PhD.</b><br>(code-481, 523)  | <a href="http://www.tu.kielce.pl">www.tu.kielce.pl</a><br><a href="http://www.tu.kielce.pl/ERASML">http://www.tu.kielce.pl/ERASML</a><br><a href="http://tu.kielce.pl/en/">http://tu.kielce.pl/en/</a> |

|        |  |  |  |
|--------|--|--|--|
| Poland |  | Faculty of Electrical Engineering,<br>Automatics and Computer Science<br>d.wiraszka@tu.kielce.pl |  |
|--------|--|--|--|

### B. Mobility numbers per academic year

| FROM            | TO             | Subject<br>area<br>code | Subject area<br>name                              | Study<br>cycle  | Number of student mobility periods |                                      |
|-----------------|----------------|-------------------------|---|-----------------|------------------------------------|--------------------------------------|
|                 |                |                         |   |                 | Student<br>Mobility for<br>Studies | Student Mobility for<br>Traineeships |
| TR<br>ISTANBU19 | PL<br>KIELCE01 | 0613                    | Computer<br>Sciences                              | 1 <sup>st</sup> | 2 students for 1<br>or 2 semesters | -                                    |
|                 |                | 0714                    | Electronics and<br>Communication<br>s Engineering | 1 <sup>st</sup> | 2 students for 1<br>or 2 semesters | -                                    |
|                 |                | 0613                    | Computer<br>Sciences                              | 1 <sup>st</sup> | 2 students for 1<br>or 2 semesters |                                      |
|                 |                | 0714                    | Electronics and<br>Communication<br>s Engineering | 1 <sup>st</sup> | 2 students for 1<br>or 2 semesters |                                      |

| FROM            | TO                  | Subject<br>area<br>code | Subject area<br>name                              | Number of staff mobility periods       |  |
|-----------------|---------------------|-------------------------|---|--|--|
|                 |                     |                         |   | Staff Mobility for<br>Teaching         | Staff Mobility for Training                  |
| TR<br>ISTANBU19 | PL<br>KIELCE01      | 0613                    | Computer<br>Sciences                              | 2 academic staff for 5<br>working days | 2 administrative staff for 5<br>working days |
|                 |                     | 0714                    | Electronics and<br>Communication<br>s Engineering | 2 academic staff for 5<br>working days |  |
| PL KIELCE01     | TR<br>ISTANBU1<br>9 | 0613                    | Computer<br>Sciences                              | 2 academic staff for 5<br>working days | 2 administrative staff for 5<br>working days |
|                 |                     | 0714                    | Electronics and<br>Communication<br>s Engineering | 2 academic staff for 5<br>working 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 | Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level |                             |                             |
|-----------------------|--------------|---------------------------|---------------------------|---|-----------------------------|-----------------------------|
|                       |              |                           |                           | Student Mobility for Studies              | Staff Mobility for Teaching | Staff Mobility for Training |
| TR<br>ISTANBU19       | 481          | Turkish                   | English                   | B2 (English)                              | N/A                         |                             |
|                       | 523          | Turkish                   | English                   |   |                             |                             |
| PL KIELCE01           |              |                           |                           |   |                             |                             |
|                       | 481          | English                   | Polish                    | B1, English                               | B2, English                 | A1, English                 |
|                       | 523          | English                   | Polish                    |   |                             |                             |
|                       |              |                           |                           |   |                             |                             |
|                       |              |                           |                           |   |                             |                             |

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 KIELCE01 :**

- PŚk (PI KIELCE01) organizes an "Orientation day" at the beginning of each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the Orientation Day because students are provided with information on course registration, campus accommodation, health issues, PŚk facilities and other useful information.
- PŚk (PI KIELCE01) provides the infrastructure to welcome students and staff with disabilities and will try to support them according to their special needs. But partner universities are advised to contact the international office very early to make sure that the student concerned can be accepted.
- PŚk (PI KIELCE01) also supports students and staff with disabilities if they want to go abroad.



**TR ISTANBU19:**

is able to receive students and staff with disabilities. This can be discussed before each nomination.

**E. Calendar**

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

| Receiving institution | Autumn term                     | Spring term                         |
|-----------------------|---------------------------------|-------------------------------------|
| TR ISTANBU19          | Application Deadline: June 15th | Application Deadline: November 15th |
| PL KIELCE01           | 30 June                         | 31 December                         |

2. The receiving institution will send its decision within 2 weeks.

**PL KIELCE01:**

The receiving institution will send its decision within 2 weeks

**TR ISTANBU19:**

The receiving institution will send its decision within 2 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]

**PL KIELCE01:**

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

**TR ISTANBU19:**

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

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

#### Kielce University of Technology (PL KIELCE01)

| Grade | ECTS grade | Evaluation   |
|-------|------------|--------------|
| 5     | A          | EXCELLENT    |
| 4,5   | B          | VERY GOOD    |
| 4     | C          | GOOD         |
| 3,5   | D          | SATISFACTORY |
| 3     | E          | PASS         |
| 2     | F          | FAIL         |

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>1</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 KIELCE01:

[http://www.tu.kielce.pl/en/erasmus\\_ps.html](http://www.tu.kielce.pl/en/erasmus_ps.html)

#### TR ISTANBU19

<http://www.iku.edu.tr/EN/ectsikuinfo.html#>

### 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                                       | Contact details  | Website for information  |
|---|--|--|
| ISTANBUL KÜLTÜR<br>UNIVERSITY                     | eic-sts-in@iku.edu.tr  | <a href="http://www.iku.edu.tr/eic-visa">www.iku.edu.tr/eic-visa</a>   |
| KIELCE UNIVERSITY OF<br>TECHNOLOGY<br>PL KIELCE01 | <b>Agnieszka Jaśkiewicz</b><br>International Relations Officer<br><a href="mailto:a.jaskiewicz@tu.kielce.pl">a.jaskiewicz@tu.kielce.pl</a> | <a href="http://www.tu.kielce.pl/en/erasmus.html">http://www.tu.kielce.pl/en/erasmus.html</a><br><a href="http://www.erasmus.org.pl/coming-poland-formal-issues">http://www.erasmus.org.pl/coming-poland-formal-issues</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

<sup>1</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

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                                       | Contact details  | Website for information   |
|---|--|---|
| ISTANBUL KÜLTÜR<br>UNIVERSITY                     | eic-sts-in@iku.edu.tr  | <a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>  |
| KIELCE UNIVERSITY OF<br>TECHNOLOGY<br>PL KIELCE01 | <b>Agnieszka Jaśkiewicz</b><br>International Relations Officer<br><a href="mailto:a.jaskiewicz@tu.kielce.pl">a.jaskiewicz@tu.kielce.pl</a> | <a href="http://www.tu.kielce.pl/en/erasmus.html">http://www.tu.kielce.pl/en/erasmus.html</a><br><br>National Health Fund website:<br><a href="http://www.nfz.gov.pl">http://www.nfz.gov.pl</a> |

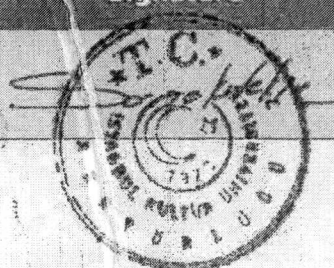
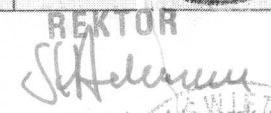
#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

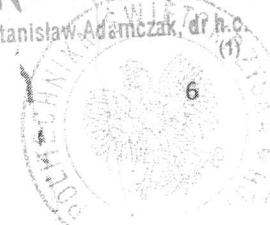
Information and assistance can be provided by the following persons and information sources:

| Institution                                       | Contact details  | Website for information   |
|---|--|---|
| ISTANBUL KÜLTÜR<br>UNIVERSITY                     | eic-sts-in@iku.edu.tr  | <a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>                        |
| KIELCE UNIVERSITY<br>OF TECHNOLOGY<br>PL KIELCE01 | <b>Agnieszka Jaśkiewicz</b><br>International Relations Officer<br><a href="mailto:a.jaskiewicz@tu.kielce.pl">a.jaskiewicz@tu.kielce.pl</a> | <a href="http://www.tu.kielce.pl/en/accommodation.html">http://www.tu.kielce.pl/en/accommodation.html</a> |

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

| Institution                                       | Name, function   | Date       | Signature   |
|---|--|------------|---|
| ISTANBUL KÜLTÜR<br>UNIVERSITY                     | <b>Prof. Dr. Sermin ÖRNEKTEKİN</b><br>Vice Rector and Head of<br>International Relations |            |  |
| KIELCE UNIVERSITY OF<br>TECHNOLOGY<br>PL KIELCE01 | <b>Prof. dr hab. inż. Stanisław<br/>Adamczak, dr h.c.</b><br><br>Rector                  | 07.03.2014 |  |

REKTOR  
prof. dr hab. inż. Stanisław Adamczak, dr h.c. (1)



R. May