

# Erasmus+ Programme

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

## Inter-institutional agreement 2014-2016 (for academic years 2014/15, 2015/16, 2016/17) 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 <sup>1</sup> (email, phone)	Website (eg. of the course catalogue)
İzmir Yüksek Teknoloji Enstitüsü-IYTE [Izmir Institute of Technology-IZTECH] <b>Department of Computer Engineering</b> <b>Department of Mechanical Engineering</b> <b>Department of Material Science and Engineering</b> <b>Department of Architecture</b>	TR IZMIR03	Assoc.Prof. Mehtap Emirdağ Eanes <a href="mailto:erasmuskoodinator@iyte.edu.tr">erasmuskoodinator@iyte.edu.tr</a> +90 232 750 7892 For incoming-students to IYTE: <a href="mailto:incoming-erasmus@iyte.edu.tr">incoming-erasmus@iyte.edu.tr</a> +90 232 750 78 91	<a href="http://www.iyte.edu.tr">www.iyte.edu.tr</a> <a href="http://ects.iyte.edu.tr/">http://ects.iyte.edu.tr/</a>

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

<b>Department of Civil Engineering</b>			
<b>Silesian University of Technology</b> <b>(Politechnika Śląska)</b>  Faculty of Architecture  Faculty of Automatic Control, Electronics and Computer Science  Faculty of Civil Engineering  Faculty of Materials Science and Metallurgy	PL GLIWICE01	<b>administrative:</b> Joanna Mrowiec-Denkowska Head of International Mobility Office Institutional ERASMUS Coordinator Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1753 fax: +48 32 231-8085 e-mail: <a href="mailto:mobility@polsl.pl">mobility@polsl.pl</a> <b>academic:</b> Dr Joanna Serdyńska Faculty of Architecture e-mail: <a href="mailto:Joanna.serdynska@polsl.pl">Joanna.serdynska@polsl.pl</a> Prof. Joanna Polańska Faculty of Automatic Control, Electronics and Computer Science e-mail: <a href="mailto:Joanna.polanska@polsl.pl">Joanna.polanska@polsl.pl</a> Dr Marcin Górski Faculty of Civil Engineering e-mail: <a href="mailto:marcin.gorski@polsl.pl">marcin.gorski@polsl.pl</a> Prof. Janusz Richter Faculty of Materials Science and Metallurgy e-mail: <a href="mailto:Janusz.richter@polsl.pl">Janusz.richter@polsl.pl</a>	<a href="http://www.polsl.pl">www.polsl.pl</a>  courses in English: <a href="http://studyinenglish.polsl.pl/Pages/CurriculaandCoursesInEnglish.aspx">http://studyinenglish.polsl.pl/Pages/CurriculaandCoursesInEnglish.aspx</a>  IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RW4/ic">www.polsl.pl/Jednostki/RW4/ic</a>

### B. Mobility numbers<sup>2</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	Student Mobility for Traineeship 5 *
					[total number of months of the study periods or average duration*]	
TR IZMIRO3	PL GLIWICE01	061	Computer Engineering	2 <sup>nd</sup>	12 (2*6)	
		0722/0715	Material Science and	1 <sup>st</sup>	12 (2*6)	

<sup>2</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>)

			Engineering/Mechanics and Metal Work	2 <sup>nd</sup>		
		0731	Architecture	1 <sup>st</sup> 2 <sup>nd</sup>	12 (2*6)	
		0732	Civil Engineering	1 <sup>st</sup> 2 <sup>nd</sup>	12 (2*6)	
PL GLIWICE01	TR IZMIR03	061	Computer Engineering	2 <sup>nd</sup>	12 (2*6)	Any flow tbc on individual, particular flow basis
		0722/0715	Material Science and Engineering/Mechanics and Metal Work	1 <sup>st</sup> 2 <sup>nd</sup>	12 (2*6)	Any flow tbc on individual, particular flow basis
		0731	Architecture	1 <sup>st</sup> 2 <sup>nd</sup>	12 (2*6)	Any flow tbc on individual, particular flow basis
		0732	Civil Engineering	1 <sup>st</sup> 2 <sup>nd</sup>	12 (2*6)	Any flow tbc on individual, particular flow basis

*[\*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.]*

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				<b>Staff Mobility for Teaching</b>	<b>Staff Mobility for Training</b> *
				<i>[total number of days of teaching periods or average duration *]</i>	
TR IZMIR03	PL GLIWICE01	061	Computer Engineering	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
		0722/0715	Material Science and Engineering/Mechanics and Metal Work	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis

		0731	Architecture	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
		0732	Civil Engineering	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
PL GLIWICE01	TR IZMIR03	061	Computer Engineering	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
		0722/0715	Material Science and Engineering/Mechanics and Metal Work	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
		0731	Architecture	1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis
		0732		1 prs/average 5 teaching days and always min 8 teaching hours	Any flow tbc on individual, particular flow basis

### 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>3</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR03		English	-	B1	B1
PL GLIWICE01		English		B1 for 1 <sup>st</sup> cycle B2 for 2 <sup>nd</sup> cycle	C1

<sup>3</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>

#### D. Additional requirements

**TR IZMIR03:** Izmir Institute of Technology has **NO** infrastructure to welcome students and staff with disabilities.

#### **PL GLIWICE01:**

- students' transcript of records for previous semesters of study completed before the exchange shall be submitted as obligatory form with regular application
- for students in the field of architecture: portfolio of projects is recommended
- LA shall cover academic activities for min. 20 ECTS per semester
- missing classes = no entry to exams session (unless a notice on serious reason of absence is sent to the academic coordinator at particular faculty and to International Mobility Office)

#### E. Calendar

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

<b>Receiving institution</b> [Erasmus code]	<b>Autumn term*</b> [month]	<b>Spring term*</b> [month]
TR IZMIR03	June 1 <sup>st</sup>	December 1 <sup>st</sup>
PL GLIWICE01	June 1 <sup>st</sup>	December 1 <sup>st</sup>

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

2. The receiving Institution will send its decision within;

**TR IZMIR03:** [5] weeks.

**PL GLIWICE01:** [4] weeks

3. A Transcript of Records will be issued by the receiving institution no later than;

**TR IZMIR03:** [5] weeks.

**PL GLIWICE01:** [3] 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]*

In case of the re-exams session taken by student at receiving Institution, transcript of records may be issued and sent to students home institution in parts or in one document after the closing dates of completing particular semesters, i.e.:

for PL GLIWICE01:

Winter Semester (WS) – end of February  
September

Summer Semester (SS) – end of

for TR IZMIRO3:

Winter Semester (WS) – end of February  
July

Summer Semester (SS) –end of

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 IZMIRO3:**

[http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p\\_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce](http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce)

**PL GLIWICE01:**

Study Regulations on <http://studvinenglish.polsl.pl/Pages/RegulationsofStudies.aspx>

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>4</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.]*

**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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR IZMIRO3	<a href="mailto:incoming-erasmus@iyte.edu.tr">incoming- erasmus@iyte.edu.tr</a>  Tel: +90 232 750 78 91	<a href="http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145">http://ects.iyte.edu.tr/AboutIngilizce.aspx?m=1145</a>

<sup>4</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

PL GLIWICE01	<u>Katarzyna Jeziorska</u> Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237- 1329 fax: +48 32 231- 8085 e-mail: <u>mobility@polsl.pl</u>	IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RW4/ic">www.polsl.pl/Jednostki/RW4/ic</a>
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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
TR IZMIRO3	<u>incoming- erasmus@iyte.edu.tr</u>  Tel: +90 232 750 78 91	<u>Insurance cover is not automatically provided.</u>  <a href="http://ects.iyte.edu.tr/BilgiIngilizce.aspx?o_id=menuOgrencilerIcin&amp;Islem=SigortalIngilizce">http://ects.iyte.edu.tr/BilgiIngilizce.aspx?o_id=menuOgrencilerIcin&amp;Islem=SigortalIngilizce</a>
PL GLIWICE01	International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237- 1329 fax: +48 32 231- 8085 e-mail: <u>mobility@polsl.pl</u>	IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RW4/ic">www.polsl.pl/Jednostki/RW4/ic</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
TR IZMIR03	<u>incoming- erasmus@iyte.edu.tr</u> Tel: +90 232 750 78 91	<a href="http://ects.iyte.edu.tr/BilgiInglizce.aspx?p_id=menuOgren&lt;br/&gt;cilerIcin&amp;Islem=BarinmaInglizce">http://ects.iyte.edu.tr/BilgiInglizce.aspx?p_id=menuOgren cilerIcin&amp;Islem=BarinmaInglizce</a>
PL GLIWICE01	<u>Katarzyna Jeziorska</u> Incoming Students Coordinator International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237- 1329 fax: +48 32 231- 8085 e-mail: <u>mobility@polsl.pl</u>	IMO web page (English): <a href="http://www.polsl.pl/Jednostki/RW4/ic">www.polsl.pl/Jednostki/RW4/ic</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
TR IZMIR03	Prof. Dr. Sedat Akkurt Vice-Rector	17-12-2013	
PL GLIWICE01	Voce Rector for International Cooperation	18 12 2013	

<sup>5</sup> Scanned signatures are accepted