

Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff
Mobility

Inter-institutional agreement 2014-2017
between programme countries
[Minimum requirements]¹

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 ² (email, phone)	Website (eg. of the course catalogue)
İzmir Yüksek Teknoloji Enstitüsü-IYTE [Izmir Institute of Technology-IZTECH] Institutional Erasmus-Coordinator Prof. Mehtap Emirdağ Eanes Dept. of Civil Engineering	TR IZMIR03	erasmuskoordinat@iyte.edu.tr TR-35430 Urla-İZMİR Tel: +90 232 750 7892 For incoming-students to IYTE: incoming-erasmus@iyte.edu.tr +90 232 750 78 91	www.iyte.edu.tr http://ects.iyte.edu.tr/ http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliliği-3/
Institutional Erasmus-Coordinator Asst. Prof. Dr. Gürsoy Turan Contact person: Asst. Prof. Dr. Selçuk Saatçi		Civil Engineering Dept. TR-35430 Urla-İZMİR gursoyturan@iyte.edu.tr Tel: +90 232 750 6804 selcuksaatci@iyte.edu.tr Tel: +90 232 750 6814	http://web.iyte.edu.tr/civil/
Institutional LLP-Coordinator Anna Poźniak State Higher Vocational School of prof. Edward F. Szczepanik in Suwałki	PL SUWALKI03	Higher Vocational School in Suwałki Teofila Noniewiczza 10 street 16-400 Suwałki, Poland Tel: +48 87 562 84 36 Fax: +48 87 562 84 55	Web: www.pwsz.suwalki.pl e-mail: a.pozniak@pwsz.suwalki.pl
Erasmus Programme Coordinator – Contact person Wioleta Borowa State Higher Vocational School of prof. Edward F. Szczepanik in Suwałki		Higher Vocational School in Suwałki Teofila Noniewiczza 10 street 16-400 Suwałki, Poland Tel: +48 87 562 84 09 Fax: +48 87 562 84 55	e-mail: erasmus@pwsz.suwalki.pl w.borowa@pwsz.suwalki.pl

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 September in the preceding academic year.

Student Mobility for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED]	Subject area name	Study cycle ⁴	Number of student mobility periods ⁵
TR IZMIR03	PL SUWALKI03	0732	Building and civil eng.	-	-
PL SUWALKI03	TR IZMIR03	0732	Building and civil eng.	1, 2	20 (2 x 10 months)

Staff Mobility for Teaching

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 ⁶
TR IZMIR03	PL SUWALKI03	0732	Building and civil eng.	2 x 5 days
PL SUWALKI03	TR IZMIR03	0732	Building and civil eng.	2 x 5 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:

³ ISCED Area Code: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 1st: undergraduate , 2nd: master or 3rd: PhD. Faculties and Schools are only allowed to sign undergraduate mobility exchange agreements. For 2nd (master) or 3rd (PhD) mobility agreements The International School for Postgraduate Studies must be contacted. epinternacional@ugr.es

⁵ Total number of months of the study period.

⁶ Total number of days of teaching periods or average duration

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2 ⁷	Recommended language of instruction level ⁸	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR03		English	B1	B1
PL SUWALKI03		English	B1	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements⁹

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

Additional requirements at Higher Vocational School in Suwalki

⁷ Language of instruction is described in the Course Catalogue at <http://www.ugr.es/pages/estudios>

⁸ 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>

⁹ 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. [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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 IZMIR03	June 1st	December 1st
PL SUWALKI03	July 15	January 15

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

TR IZMIR03: [5] weeks.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
TR IZMIR03	September-February	February-June
PL SUWALKI03	July 15	January 15

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

TR IZMIR03:

<http://ects.iyte.edu.tr/>

1. Grading systems of the institutions

2.

ECTS Grade	Local grade	Definition
A	5	EXCELLENT – outstanding performance with only minor errors
B	4,5	VERY GOOD – above the average standard but with some errors
C	4	GOOD – generally sound work with a number of notable errors
D	3,5	SATISFACTORY – fair but significant shortcomings
E	3	SUFFICIENT – performance meets the minimum criteria
FX	2	FAIL – some more work required before the credit can be awarded
F		FAIL – considerable further works is required

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
TR IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	http://ects.iyte.edu.tr/
PL SUWALKI03	erasmus@pwsz.suwalki.pl	http://www.pwsz.suwalki.pl/web/guest/foreign-students

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 IZMIR03	incoming-erasmus@iyte.edu.tr Tel: +90 232 750 78 91	<u>Insurance cover is not automatically provided.</u> http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketliligi-3/ http://ects.iyte.edu.tr/
PL SUWALKI03	erasmus@pwsz.suwalki.pl	http://www.pwsz.suwalki.pl/web/guest/foreign-students




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	http://uio.iyte.edu.tr/en/ogrenci-ogrenim-hareketiligi-3/ http://ects.iyte.edu.tr/
PL SUWALKI03	erasmus@pwsz.suwalki.pl	http://www.pwsz.suwalki.pl/web/guest/foreign-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹⁰
TR IZMIR03	Prof.Dr. Mehtap Emirdağ Eanes Erasmus Institutional Coordinator Head of the International Relations	06.01.2016	 
PL SUWALKI03	Prof. Jerzy Sikorski, PhD, DSc Rector	04.01.2016	

¹⁰ Scanned signatures are accepted