



Erasmus+ Programme

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

Inter-institutional agreement 2017-2021

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 ¹ (email, phone)	Website (eg. of the course catalogue)
POLITECHNIKA ŚLĄSKA (Silesian University of Technology)	PL GLIWICE01	Administrative: Joanna Mrowiec-Denkowska Institutional ERASMUS Coordinator Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-1753 fax: +48 32 231-8085 e-mail: mobility@polsl.pl Academic: Ludwina Żukowska, PhD Eng. Academic Exchange Coordinator Faculty of Mechanical Engineering Silesian University of Technology 44-100 Gliwice, Konarskiego 18a St. POLAND, tel. 32 237 14 20	www.polsl.pl/en IMO web page (English): www.mobility.polsl.pl https://incoming.polsl.pl/ http://mt.polsl.pl/en/

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

ATATÜRK ÜNİVERSİTESİ (Atatürk University)	TR ERZURUM01	Prof. Dr. Taşkın ÖZTAŞ Office of International Affairs Erasmus Institutional Coordinator E-mail: toztas@atauni.edu.tr /erasmus@atauni.edu.tr Phone: +90442 231 3126/3 Fax: +90442 231 1039	http://www.atauni.edu.tr
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B. Mobility numbers 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 [1 st – bachelor 2 nd – master 3 rd – doctoral]	Number of student mobility periods	
					Student Mobility for Studies [number of students / number of study months per person and total]	Student Mobility for Traineeships *
PL GLIWICE01	TR ERZURUM01	715	Mechanics And Metal Trades	1 st , 2 nd , 3 rd bachelor	2*5= 10 months month	tbc on individual, particular flow basis
TR ERZURUM01	PL GLIWICE01	715	Mechanics And Metal Trades	1 st , 2 nd , 3 rd master / PhD	2*5= 10 months	tbc on individual, particular flow basis

[*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 of mobility periods or average duration can be indicated]

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 [number of persons and teaching days & teaching hours per person]	Staff Mobility for Training *
PL GLIWICE01	TR ERZURUM01	715	Mechanics And Metal Trades	... prs / average 5	tbc on individual,

				days and always min 8 hours	particular flow basis
TR ERZURUM01	PL GLIWICE01	715	Mechanics And Metal Trades	... prs / average 5 days and always min 8 hours	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]	Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies [Minimum recommended level]	Staff Mobility for Teaching [Recommended level]
PL GLIWICE01	Mechanics And Metal Trades	English		B1 for 1 st cycle B2 for 2 nd cycle	C1
TR ERZURUM01	Mechanics And Metal Trades	Turkish	English	B1 (English)	B1 (English)

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

for PL GLIWICE01 incoming/outgoing students:

- **PLEASE NOTE that since the academic year 2016/17 incoming exchange students have to apply on-line, using <http://incoming.polsl.pl>**
- students' transcript of records for previous semesters of study completed before the exchange shall be submitted as obligatory form with regular application
- LA shall cover academic activities for min. 25 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)

TR ERZURUM01- <http://eobs.atauni.edu.tr/Default.aspx>

² For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term / whole academic year [month]	Spring term /prolongation of stay [month]
PL GLIWICE01	1 st June	1 st December
TR EZURUM01	June 30th	November 30th

2. The receiving institution will send its decision within [4] weeks.

3. A Transcript of Records will be issued by the receiving institution no later than [3] weeks after the assessment period has finished at the receiving HEI.

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

for PL GLIWICE01:

Winter Semester (WS) – end of February

Summer Semester (SS) – end of September

for TR ERZURUM01:

Winter Semester (WS) – end of January

Summer Semester (SS) – end of July

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given, i.e. eventual 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. 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' guide**³. 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.]*

Study regulations at PL GLIWICE01:

Study regulations at TR ERZURUM01- <http://eobs.atauni.edu.tr/Default.aspx>

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

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 GLIWICE01	International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 fax: +48 32 231-8085 e-mail: mobility@polsl.pl fax: +48 32 231-8085 e-mail: mobility@polsl.pl	IMO web page (English): www.mobility.polsl.pl
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3 Fax: +90442 231 1039	http://eobs.atauni.edu.tr/Default.aspx

3. Insurance

The sending and receiving institutions will provide information assistance on obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

- for the UE citizens (exchange students and staff) the European Health Insurance Card (EHIC) is obligatory
- for the non-UE citizens (exchange students and staff) an individual insurance policy is obligatory
- for all exchange students and staff, the 3rd party liability insurance policy is recommended

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)	Insurance cover	Website for information
PL GLIWICE01	International Mobility Office Akademicka 2A St., 44-100 Gliwice, Poland tel.: +48 32 237-2207 fax: +48 32 231-8085 e-mail: mobility@polsl.pl	insurance cover <u>is not</u> automatically provided	IMO web page (English): www.mobility.polsl.pl
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3 Fax: +90442 231 1039	insurance cover <u>is not</u> automatically provided	http://eobs.atauni.edu.tr/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:

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TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3 Fax: +90442 231 1039	http://eobs.atauni.edu.tr/Default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Place & Date	Signature ⁴
POLITECHNIKA ŚLĄSKA PL GLIWICE01	Prof. Marek Pawełczyk Vice Rector for Science and Development	Gliwice, /09/2018	
ATATURK UNIVERSITY TR ERZURUM01	Prof. Dr. Taşkın ÖZTAŞ Head, Office of International Affairs and Erasmus Institutional Coordinator	Erzurum 28 /09/2018	

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25240 ERZURUM - TURKEY

⁴ Scanned signatures are accepted

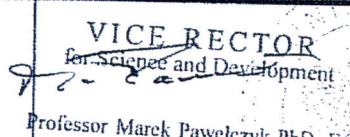
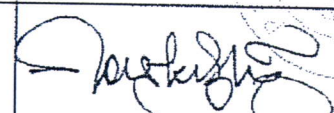
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POLITECHNIKA ŚLĄSKA PL GLIWICE01	Prof. Marek Pawelczyk Vice Rector for Science and Development	Gliwice, 28/09/2018	 VICE RECTOR for Science and Development Professor Marek Pawelczyk PhD, DSc
ATATURK UNIVERSITY TR ERZURUM01	Prof. Dr. Taşkın ÖZTAŞ Head, Office of International Affairs and Erasmus Institutional Coordinator	Erzurum 28/09/2018	

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