



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone) | Website (eg. of the course catalogue) |
|---|--------------|---|---|
| Lublin University of Technology | PL LUBLIN03 | <u>Erasmus Departmental Coordinator:</u> Dr Matylda Bojar Faculty of Management <u>International Exchange Office Coordinator:</u> Marcin Żuk, MPhil ul. Nadbystrzycka 42 a (D.S. 4, p. 8) 20-501 Lublin, Poland tel.: +48 81 53 84 719 fax: +48 81 53 84 792 email: m.zuk@pollub.pl | International Exchange Office website: www.bwm.pollub.pl ECTS Catalogue: http://bwm.pollub.pl/ects.en |
| Istanbul Commerce University | TR ISTANBU10 | <u>Erasmus Departmental Coordinators:</u> Assist. Prof. İdil Tamer (Business) Tel: +90 444 0 413 E-mail: nsimsek@ticaret.edu.tr <u>Institutional Exchange Office Coordinator:</u> Assist. Prof. Rana Atabay Baytar Tel.: +90 444 0 413 ext. 4358 Email: ratabay@ticaret.edu.tr | International Exchange Office website: ECTS Catalogue: http://ww4.ticaret.edu.tr/erasmus/academic/cour |

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd]* | Number of student mobility periods | |
|---|---|--------------------------------|-----------------------------|---|--|-------------------------------------|
| | | | | | Student Mobility for Studies [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| PL LUBLIN03 | TR ISTANBU10 | 041 | Business and administration | 1 st | 2 students 10 months | |
| TR ISTANBU10 | PL LUBLIN03 | 041 | Business and administration | 1 st | 2 students 10 months | |

[*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.]

| 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 LUBLIN03 | TR ISTANBU10 | 041 | Business and administration | 2 teachers | |
| TR ISTANBU10 | PL LUBLIN03 | 041 | Business and administration | 2 teachers | |

⁵ 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 ⁶ | |
|---|------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| PL LUBLIN03 | | English | - | B2 | B2 |
| TR ISTANBU10 | | Turkish | English | B1 (English) | B1 (English) |

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 LUBLIN03:

In case you need more detailed information please contact the International Exchange Office. Students: c.handzel@pollub.pl

Teachers: m.zuk@pollub.pl

TR ISTANBU10:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the ERASMUS Office: erasmus@ticaret.edu.tr and please visit the below link

<http://ww4.ticaret.edu.tr/erasmus/erasmus-2/how-to-apply/incoming-students/>

E. Calendar

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

| Receiving institution [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|-------------------------|-------------------------|
| PL LUBLIN03 | 15 June | 30 November |
| TR ISTANBU10 | 15 July | 15 January |

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

⁶ 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. The receiving institution will send its decision within 4 weeks, provided the documents are complete.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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

PL LUBLIN03:

| ECTS grade | points | mark | Polish-in words | English-in words |
|------------|----------|------|------------------|------------------|
| A | 91-100% | 5,0 | BARDZO DOBRY | EXCELLENT |
| B | 81-90% | 4,5 | DOBRY PLUS | VERY GOOD |
| C | 71-80% | 4,0 | DOBRY | GOOD |
| D | 61-70% | 3,5 | DOSTATECZNY PLUS | SATISFACTORY |
| E | 51-60% | 3,0 | DOSTATECZNY | SUFFICIENT |
| F | 50% - 0% | 2,0 | NIEDOSTATECZNY | FAILED |

TR ISTANBU10:

<http://ww4.ticaret.edu.tr/erasmus/academic/grading-system/>

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 LUBLIN03 | <u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl | http://bwm.pollub.pl/en-erasmus.en |
| TR ISTANBU10 | erasmus@ticaret.edu.tr 0090 444 0 413 ext. 4415-4416-4417 | http://ww4.ticaret.edu.tr/erasmus/erasmus-2/visa-and-residence-permit/ |

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 |
|-------------------------------|--|---|
| PL LUBLIN03 | <u>Students:</u> Celina Handzel, MPhil tel.: +48 81 53 84 790 email: c.handzel@pollub.pl <u>Teachers:</u> Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl | http://bwm.pollub.pl/en-erasmus.en |
| TR ISTANBU10 | erasmus@ticaret.edu.tr 0090 444 0 413 ext. 4415-4416-4417 | http://ww4.ticaret.edu.tr/erasmus/icu-student-life/insurance/ |

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 |
|-------------------------------|--|---|
| PL LUBLIN03 | <u>Students:</u> Online application <u>Teachers:</u> | http://bwm.pollub.pl/sms-en-accommodation.en |

| | | |
|--------------|---|---|
| | Marcin Żuk, MPhil tel.: +48 81 53 84 719 email: m.zuk@pollub.pl | |
| TR ISTANBU10 | erasmus@ticaret.edu.tr 0090 444 0 413 ext. 4415-4416-4417 | http://ww4.ticaret.edu.tr/erasmus/icu-student-life/accommodation/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁷ |
|-------------------------------|--|------------|---|
| PL LUBLIN03 | Dr Matylda Bojar, Erasmus Departmental Coordinator, Faculty of Management | 2.12.2013 |  <p>Dr. Matylda Bojar Koordynator Programu ERASMUS Wydział Zarządzania</p> |
| TR ISTANBU10 | Assist. Prof. Rana Atabay Baytar, Erasmus Institutional Coordinator | 30.12.2013 |  <p>ISTANBUL COMMERCE UNIVERSITY 2001 ERASMUS L. 58</p> |

⁷ Scanned signatures are accepted