



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ 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 (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Website (eg. of the course catalogue)
Radom Academy of Economics	PL RADOM04	Paulina Marcinkiewicz pmarcinkiewicz@wsh.pl 4848 363 22 90 ext.45	http://wsh.pl/en/strona/173/studies-in-english
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Irmak Olcay erasmusofisi@gelisim.edu.tr +902124227000 ext. 260	http://en.gelisim.edu.tr/student.php

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 January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISC ED]	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 RADOM04	TR ISTANBU32	340	Business			
		342	Marketing and sales			
		14	Education, Teacher training	1 st , 2 nd	20 (4 students)	3 (2 STUDENTS)
		38 38	Law Public Administration			

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

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

³ 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>

		481	Informatics, Computer sciences			
		313	Political sciences			
		313	International relations			
		314	Economics			
		321	Journalism			
TR ISTANBU32	PL RADOM04	340	Business			
		342	Marketing and sales			
		14	Education, Teacher training			
		38	Law			
		38	Public Administration	1 st 2 nd	20 (4 students)	3 (2 STUDENTS)
		481	Informatics, Computer sciences			
		313	Political sciences			
		313	International relations			
		314	Economics			
		321	Journalism			

[*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 RADOM04	TR ISTANBU32			15 (3 persons)	28 (4 persons)
TR ISTANBU32	PL RADOM04			15 (3 persons)	28 (4 persons)

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 ¹ Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL RADOM04	TR ISTANBU32	Polish for all programmes	English for several programs and courses for exchange students	English B1	English B1
TR ISTANBU32	PL RADOM04	Turkish for all programmes	English for 7 programs and courses for exchange students	English B1	English B1

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 RADOM04

- Application documents received after application deadlines will not be accepted;
- Application forms and Learning Agreements should be filled in English in capital letters with correct address of University and correct name of responsible Erasmus coordinator;
- Student should send Application Form, Learning Agreements in 3 copies- signed and stamped by Erasmus coordinators with 3 photos to address: Wyższa Szkoła Handlowa, ul. Traugutta 61a, 26- 600 Radom, Poland;
- Students should hold insurance card.

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 RADOM04	September 22nd	February 22nd
TR ISTANBU32	1 July	1 November

2. The receiving institution will send its decision within six weeks.
3. 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.
4. Termination of the agreement
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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

¹ 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-over>

PL RADOM04; the following scale is used for all types of evaluations/examinations:

ECTS grades	Meaning	Polish scale	Polish Meaning	Grade requirements
A	(excellent)	5.0 five (pięć)	bardzo dobry (very good)	93-100%
B	(very good)	4.5 four and a half (cztery i pół)	dobry plus (good plus)	83-92%
C	(good)	4 four (cztery)	dobry (good)	73-82%
D	(satisfactory)	3.5 three and a half (trzy i pół)	dostateczny plus (satisfactory plus)	62-72%
E	(sufficient)	3.0 three (trzy)	dostateczny (satisfactory)	51-61%
FX/F	(fail)	2 two (dwa)	niedostateczny (unsatisfactory)	0-50%

ECTS grades	TR ISTANBU32	
A	AA	90-100
B	BA	85-89
C	BB	75-84
D	CB	65-74
E	CC	60-64
FX	DD - DC	45-59
F	FD - FF	00-44

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 RADOM04	pmarcinkiewicz@wsh.pl + 48 48 363 22 90	http://wsh.pl/en/strona/189/entering-poland
TR ISTANBU32	Irmak Olcay erasmusofisi@gelisim.edu.tr +902124227000 ext. 260	http://en.gelisim.edu.tr/student.php

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 RADOM04	pmarcinkiewicz@wsh.pl + 48 48 363 22 90	http://wsh.pl/en/strona/190/insurance

TR ISTANBU32	Irmak Olcay erasmusofisi@gelisim.edu.tr +902124227000 ext. 260	http://en.gelisim.edu.tr/student.php
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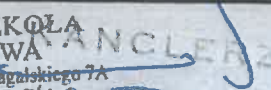

4. Housing

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 RADOM04	pmarcinkiewicz@wsh.pl +48484 363 22 90 ext. 45	http://wsh.pl/en/strona/191/accomodation
TR ISTANBU32	Irmak Olcay erasmus@gelisim.edu.tr +902124227000 ext. 260	http://wsh.pl/en/strona/191/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
PL RADOM04	Ph. D. Gerard Paweł Maj The chancellor	WYŻSZA SZKOŁA HANDLOWA 76-400 Radom, ul. Domagalskiego 7A NIP 648-20-27-01 22.03.2016	
TR ISTANBU32	Prof. Dr. İlhami ÇOLAK Vice-Rector	26.03.09	

⁵ Scanned signatures are accepted