



Erasmus+ Programme

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

Inter-institutional agreement 2018/2019 – 2020/2021 between programme countries

[Minimum requirements]

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 (email, phone)	Website (eg. of the course catalogue)
Wyższa Szkoła Informatyki i Zarządzania w Rzeszowie / University of Information Technology and Management (UITM)	PL RZESZOW03	Sucharskiego 2, 35-225 Rzeszów, Poland Tel.: +48 17 866 1306 Fax: +48 17 866 1312 llejko@wsiz.rzeszow.pl ird@wsiz.rzeszow.pl adudzinska@wsiz.rzeszow.pl Ms. Lidia Lejko University Coordinator for Erasmus+ International Relations Department Ms. Anna Dudzińska Director of International Relations Department	General website: www.wsiz.rzeszow.pl Erasmus Programme website: www.erasmusplus.wsiz.pl ECTS website: www.ects.wsiz.rzeszow.pl
Istanbul Gelisim University	TR ISTANBU32	Contact person: IRMAK AK Erasmusofisi@gelisim.edu.tr Tel.: +90 212 422 7000 ext. 260	General website: www.gelisim.edu.tr

		CENNET KUMAN ckuman@gelisim.edu.tr Assistant of the coordinator	
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B. Mobility numbers¹ 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 RZESZOW03	TR ISTANBU32	104	Transport Services	1 st	2 (2x5) = 10 months	Not applicable
		0388 (4.9)	Aviation Management	1 st	2 (2x5) = 10 months	Not applicable
TR ISTANBU32	PL RZESZOW03	104	Transport Services	1 st	2 (2x5) = 10 months	Not applicable
		525	Aviation Management	1 st	2 (2x5) = 10 months	Not applicable

¹ 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>)

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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
PL RZESZOW03	TR ISTANBU32	To be confirmed		1 teaching staff x 1 week (min. 8 hours of teaching)	1 teaching staff x 1 week (min. 2 working days)
TR ISTANBU32	PL RZESZOW03			1 teaching staff x 1 week (min. 8 hours of teaching)	1 teaching staff x 1 week (min. 2 working 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:

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
PL RZESZOW03	English	Polish	English B2* according to CEFR	
TR ISTANBU32	Turkish for all programmes	English for 7 programs and courses for exchange students	English B1	

Remarks: Based on the learning agreement (courses chosen) students need to hand in an official document from the HEI or respective institution, stating the required language level in English. For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links are provided on the first page]*.

UITM, Rzeszów:

*B2 is equivalent to (minimum recommended):

IELTS	5.5	
LCCI	EFBusiness/EFCommerce/EFTourism level 2 (Grades: <i>Merit od Distinction</i>)	
TOEFL PBT	565	550 (without Writing and Speaking)
TOEFL CBT	225	210 (without Speaking)
TOEFL iBT	80	
TOEIC	660	
ESOL	FCE grade A or B	

D. Additional requirements

PL RZESZOW03 : For admission to the University of Information Technology and Management in Rzeszow in the framework of the Erasmus+ programme, students must follow the application procedure published at the following webpage: www.erasmusplus.wsiz.pl. It's compulsory for all incoming students to attend the orientation meeting "Erasmus Welcome Days" held by International Relation Department.

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 RZESZOW03	Application Deadline: 30 July Approving Learning Agreements: 15 August Academic Calendar: October – beginning of February NB: UITM offers only one-semester stay under Erasmus+ Programme.	Application Deadline: 30 November Approving Learning Agreements: 15 January Academic Calendar: mid-February – end of June
TR ISTANBU32	1 July	30 November

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

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 RZESZOW03 : Information on the UITM grading system is available at www.erasmusplus.wsiz.pl as well as at <http://www.ects.wsiz.rzeszow.pl/en/Information-about-University,ECTS-Credit-Allocation-Based-on-the.html>

TR ISTANBU32 : The following scale is used for all types of evaluations /examinations :

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 RZESZOW03	----	http://www.msz.gov.pl/en/travel_to_poland/entering_poland/
TR ISTANBU32	IRMAK AK Erasmusofisi@gelisim.edu.tr	www.gelisim.edu.tr

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 RZESZOW03	<p>Student from an EU/EEA member country is entitled to free health care on the basis of the European Health Insurance Card (EHIC) or in particular cases on the basis of a special certificate (e.g. insurance policy issued by a travel agent).</p> <p>The students from non-EU/EEA countries should purchase health insurance in their home country, before departure. In case of the ISIC or Euro<26, insurance is included in the card and the student does not need to buy another one unless he/she wants to increase its scope or value.</p> <p>More: http://www.ects.wsiz.rzeszow.pl/Informacje-dla-studentow,Opieka-zdrowotna.html https://www.ekuz.nfz.gov.pl/en/info_dla_uprawnionych_z_innych/general-information-concerning-access-health-care-during-temporary-st</p>	
TR ISTANBU32	please refer to separate annex	

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 RZESZOW03	<p>Lidia Lejko (llejko@wsiz.rzeszow.pl) in cooperation with "DS Laura/DS Filon"</p>	<p>http://erasmusplus.wsiz.pl/en/home/international-incoming-students/accommodation-and-living-in-rzeszow</p>
TR ISTANBU32	<p>IRMAK AK Erasmusofisi@gelisim.edu.tr</p>	<p>www.gelisim.edu.tr</p>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
PL RZESZOW03	Wergiliusz Gołębek, Ph. D. Rector of the University of Information Technology and Management in Rzeszow		
TR ISTANBU32	Prof. Dr. Nuri KURUOĞLU Vice-Rector	07.02.2018	

² Scanned signatures are accepted