



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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 ³ (email, phone) | Website (eg. of the course catalogue) |
|---|---------------------|---|---|
| ISTANBUL GELISIM UNIVERSITY | TR ISTANBU32 | IRMAK AK erasmusofisi@gelisim.edu.tr +902124227000 | http://gelisim.edu.tr |
| WYSSZA SZKOLA GOSPODARKI EUROREGIONALNEJ W JOZEFOWIE | PL JOZEFOWO 1 | <i>Institutional Coordinator:</i> dr hab. MAGDALENA SITEK email: ms@wsge.edu.pl tel/fax 0048 22 789 60 96 ul. Sienkiewicza 4 05-410 Józefów Poland | www.wsge.edu.pl |
| [...] | | | |

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

B. Mobility numbers⁴ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 * | Stu dy cycl e [shor t 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 *] | Student Mobility for Traineeships * |
| TR ISTANBU32 | PL JOZEFOW 01 | | BUSINESS ADMINISTRATION HOTEL AND TOURISM MANAGEMENT | 1st | 4x5 months=20 months | |
| PL JOZEFOW 01 | TR ISTANBU32 | | BUSINESS ADMINISTRATION HOTEL AND TOURISM MANAGEMENT | 1st | 4x5 months=20 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.]

⁴ 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 [total number of days of teaching periods *] | Staff Mobility for Training * |
| TR ISTANBU32 | PL JOZEFOW0 1 | | BUSINESS ADMINISTRATION | 2 x 1 week | 2 x 1 week |
| | | | HOTEL AND TOURISM MANAGEMENT | | |
| PL JOZEFOW0 1 | TR ISTANBU32 | | BUSINESS ADMINISTRATION | 2 x 1 week | 2 x 1 week |
| | | | HOTEL AND TOURISM MANAGEMENT | | |

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 instruc- tion 1 | Language of instruc- tion 2 | Recommended language of instruction level ⁵ | |
|---|-----------------------------------|-----------------------------------|---|--|
| | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| TR ISTANBU32 | English | Turkish | B1 | B2 |
| PL JOZEFOW01 | English | Polish | B1 | B2 |

⁵ 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>

D. Additional requirements

Partner institution:

...

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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 ISTANBU32 | 15 th June | 15 December |
| PL JOZEFOW01 | 15 August | 15 December |

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

2. The receiving institution will send its decision within 6 weeks.
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 present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. However, in the event of unilateral termination, a notice of at least one academic year should 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

ECTS credits:

1 academic year = 60 credits

1 semester = 30 credits

TR ISTANBU32

| 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 |

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<http://en.wsge.edu.pl/index.php/studies/erasmus/incoming-students>

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 |
|-------------------------------|---|---|
| TRISTANBU32 | erasmusofisi@gelisim.edu.tr +902124227000 | http://gelisim.edu.tr/Anasayfa-2-Ingilizce-.html |
| PL JOZEFOW01 | ms@wsge.edu.pl | http://www.udsc.gov.pl/ |

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 ISTANBU32 | erasmusofisi@gelisim.edu.tr +902124227000 | http://gelisim.edu.tr/Anasayfa-2-ingilizce-.html |
| PL JOZEFOW01 | ms@wsge.edu.pl | https://www.ekuz.nfz.gov.pl/ |



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 ISTANBU32 | erasmusofisi@gelisim.edu.tr +902124227000 | http://gelisim.edu.tr/Anasayfa-2-ingilizce-.html |
| PL JOZEFOW01 | wsgehotel@gmail.com | http://en.wsge.edu.pl/index.php/studies/students/accommodation |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁶ |
|-------------------------------|--|---------------|---|
| PL JOZEFOW01 | Assoc. prof. Magdalena Sitek, PhD. Vice-Rector | 05.03 2018 |  PROREKTOR dr hab. Magdalena Sitek |
| TR ISTANBU32 | Prof.Dr.Nuri KURUOGLU Vice Rector | |  |

WYŻSZA SZKOŁA
GOSPODARSTWA EUROREGIONALNEJ
im. Alcide De Gasperi
ul. Józefów, ul. Sienkiewicza 4

⁶ Scanned signatures are accepted