



# Erasmus+ Programme

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

### Inter-institutional agreement 2014/15-2020/21 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 (email, phone)	Website (e.g. of the course catalogue)
Istanbul Gelisim University	<b>TR ISTANBU 32</b>	D. Taylan Uysal Institutional Coordinator <a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a> Tel: +902124337020 ext.249	<a href="http://www.dio.gelisim.edu.tr/Anasayfa-eng-.html">www.dio.gelisim.edu.tr/Anasayfa-eng-.html</a>
Boleslaw Markowski Higher School of Commerce in Kielce, Poland	<b>PL KIELCE11</b>	Ernest Nowak Erasmus Coordinator <a href="mailto:ernest.nowak@wsh-kielce.edu.pl">ernest.nowak@wsh-kielce.edu.pl</a> Tel:+48 606 388 854	<a href="http://www.wsh-kielce.edu.pl">www.wsh-kielce.edu.pl</a> <a href="http://ects.wsh-kielce.edu.pl/en/for_students.html">ects.wsh-kielce.edu.pl/en/for_students.html</a>

## 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 [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships*
PL KIELCE11	TR ISTANBU32	311	Economics	1 <sup>st</sup> / 2 <sup>nd</sup>	3/15	
		413	Management and Administration			
		312	International Relations			
TR ISTANBU32	PL KIELCE11	311	Economics	1 <sup>st</sup> / 2 <sup>nd</sup>	3/15	
		413	Management and Administration			
		312	International Relations			

[\*Study cycle is optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.]

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 KIELCE11	311	Economics	4/20	4/20
		413	Management and Administration		
		312	International Relations/European Studies		
		111	Teacher training and education science		
		428	Social Sciences, Business and Law		
		418	Business studies with languages		
PL KIELCE11	TR ISTANBU32	311	Economics		

		413	Management and Administration	4/20	4/20
		312	International Relations/European Studies		
		111	Teacher training and education science		
		428	Social Sciences, Business and Law		
		418	Business studies with languages		

### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU32	PL KIELCE11	Turkish	English for 8 programs and courses for exchange students	B1	B2
PL KIELCE11	TR ISTANBU32	English	Polish	B1 (English)	B2 (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

Boleslaw Markowski Higher School of Commerce in Kielce accepts students and staff with disabilities after the consultations with the International Office.

### 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	Application deadline: 01.07	Application deadline: 30.11
PL KIELCE11	Application deadline: 31.05	Application deadline: 15.11

<sup>1</sup>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.
3. A Transcript of Records will be issued by the receiving institution no later than [4] weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a 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

**Boleslaw Markowski Higher School of Commerce grading system:** In Polish university system students' performance is graded on a scale from 5 to 2. Each numerical grade corresponds to a qualitative grade as follows:

- 5- Excellent (outstanding achievement with minor, almost negligible defects)
- 4,5- Very good (above-average achievement with some defects)
- 4- Good (well performed work but with some material defects)
- 3,5- Satisfactory (satisfactory performance with some defects)
- 3- Pass (performance meets only the minimum criteria)
- 2- Fail (certain requirements remain to be met prior to the award of credit points)

TR ISTANBU32: <http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html>

### 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
TR ISTANBU32	<a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html">http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html</a>
PL KIELCE11	<a href="mailto:ernest.nowak@wsh-kielce.edu.pl">ernest.nowak@wsh-kielce.edu.pl</a>	<a href="http://ects.wsh-kielce.edu.pl/en/for_students.html">ects.wsh-kielce.edu.pl/en/for_students.html</a>

### 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	<a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Altmenu-5-2-insurance.html">http://dio.gelisim.edu.tr/Altmenu-5-2-insurance.html</a>
PL KIELCE11	ernest.nowak@wsh-kielce.edu.pl	<a href="http://ects.wsh-kielce.edu.pl/en/for_students.html">ects.wsh-kielce.edu.pl/en/for_students.html</a>


#### 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	<a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation.html</a>
PL KIELCE11	ernest.nowak@wsh-kielce.edu.pl	<a href="http://ects.wsh-kielce.edu.pl/en/for_students.html">ects.wsh-kielce.edu.pl/en/for_students.html</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU32	Prof. Dr. H. Murat Özler Vice-Rector	11.02.2014	
PL KIELCE11	Rector Assistant Professor PhD Jan Waluszewski		

<sup>2</sup>Scanned signatures are accepted

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU32	<a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Altmenu-5-2-insurance.html">http://dio.gelisim.edu.tr/Altmenu-5-2-insurance.html</a>
PL KIELCE11	ernest.nowak@wsh-kielce.edu.pl	<a href="http://ects.wsh-kielce.edu.pl/en/for_students.html">ects.wsh-kielce.edu.pl/en/for_students.html</a>

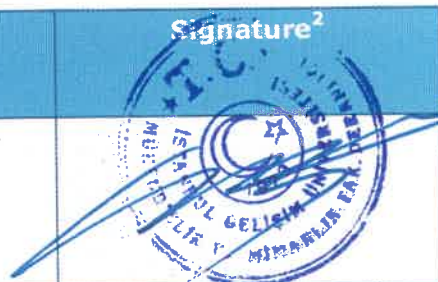

#### 4. Housing

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	<a href="mailto:dtuysal@gelisim.edu.tr">dtuysal@gelisim.edu.tr</a>	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation.html</a>
PL KIELCE11	ernest.nowak@wsh-kielce.edu.pl	<a href="http://ects.wsh-kielce.edu.pl/en/for_students.html">ects.wsh-kielce.edu.pl/en/for_students.html</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU32	Prof. Dr. H. Murat Özler Vice-Rector	11.02.2014	
PL KIELCE11	Rector Assistant Professor PhD Jan Waluszewski	25.02.2014	R E K T O R  doc. dr Jan Waluszewski

Wyższa Szkoła Handlowa  
im. Bolesława Markowskiego  
w Kielcach  
25-562 Kielce, ul. Peryferyjna 15  
tel. 368 51 29

<sup>2</sup>Scanned signatures are accepted