



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

#### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
WYŻSZA SZKOŁA HANDLU I USŁUG	PL POZNAN14	Departmental Coordinator: Dr Bernadeta Holderna-Mielcarek Coordinator of International Cooperation <a href="mailto:b.mielcarek@akademiakupiecka.pl">b.mielcarek@akademiakupiecka.pl</a> <a href="mailto:bwm@akademiakupiecka.pl">bwm@akademiakupiecka.pl</a> +48 61 843 47 96	<a href="http://www.akademiakupiecka.pl/erasmus-english/">http://www.akademiakupiecka.pl/erasmus-english/</a>
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator D. Taylan Uysal <a href="mailto:erasmus@gelisim.edu.tr">erasmus@gelisim.edu.tr</a> +902124337020/249	<a href="http://gelisim.edu.tr/Anasayfa-2-ingilizce-.html">http://gelisim.edu.tr/Anasayfa-2-ingilizce-.html</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

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

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

## B. Mobility numbers<sup>5</sup> 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.

### Student mobility for studies

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> ] *	Total number of months of the study periods or average duration
PL POZNAN14	TR ISTANBU32	0312	Political Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	3 student/5 months
		0413	Management	1 <sup>st</sup>	
TR ISTANBU32		0312	Political Sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	3 student/6 months
		0312	International Relations		
		0413	Management		

### Staff mobility for teaching / 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 or average duration]	Staff Mobility for Training *

<sup>5</sup> 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>)

*7					
PL POZNAN14	TR ISTANBU32	0312	Political Sciences	1 person/ 5 days/8 hours	1 person/5 days
		0413	Management		
TR ISTANBU32		0312	Political Sciences	1 person/8 hours	1 person/5 days
		0312	International Relations		
		0413	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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL POZNAN14		Polish	English for programs and courses for exchange students	B1	B2

<sup>6</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>

TR ISTANBU32		Turkish	English for 8 programs and courses for exchange students	B1	B2
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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 POZNAN14

<http://www.akademikupiecka.pl/erasmus-english/>

Poznań Trade and Commerce College do not have the infrastructure to welcome students and staff with disabilities.

#### 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 POZNAN14	30 June	31 December
TR ISTANBU32	1 <sup>st</sup> July	30 <sup>th</sup> November

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

2. The receiving institution will send its decision within 3 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.
4. Termination of the agreement

*In whichever case either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. The termination clauses must include the following disclaimer: "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:

- **Istanbul Gelisim University**

<http://dio.gelisim.edu.tr/Anamenu-6-2-ects-.html>

- **Wyższa Szkoła Handlu i Usług**

<http://www.akademiakupiecka.pl/erasmus-english/>

### 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL POZNAN14	Departmental Coordinator: Dr Bernadeta Holderna-Mielcarek Coordinator of International Cooperation b.mielcarek@akademiakupiecka.pl bwm@akademiakupiecka.pl +48 61 843 47 96	<a href="http://www.akademiakupiecka.pl/erasmus-english/">http://www.akademiakupiecka.pl/erasmus-english/</a>  <a href="http://www.msz.gov.pl/en/travel-to-poland/">http://www.msz.gov.pl/en/travel-to-poland/</a>
TR ISTANBU32	Institutional Coordinator D. Taylan Uysal erasmus@gelisim.edu.tr +902124337020/249	<a href="http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html">http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.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
PL POZNAN14	Departmental Coordinator: Dr Bernadeta Holderna-Mielcarek Coordinator of International Cooperation b.mielcarek@akademiakupiecka.pl bwm@akademiakupiecka.pl +48 61 843 47 96	<a href="http://www.akademiakupiecka.pl/erasmus-english/">http://www.akademiakupiecka.pl/erasmus-english/</a>  All incoming Erasmus students are responsible for their own insurance.
TR ISTANBU32	Institutional Coordinator D. Taylan Uysal erasmus@gelisim.edu.tr +902124337020/249	<a href="http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html">http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.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
PL POZNAN14	Departmental Coordinator: Dr Bernadeta Holderna-Mielcarek Coordinator of International Cooperation b.mielcarek@akademiakupiecka.pl bwm@akademiakupiecka.pl +48 61 843 47 96	<a href="http://www.akademiakupiecka.pl/erasmus-english/">http://www.akademiakupiecka.pl/erasmus-english/</a>
TR ISTANBU32	Institutional Coordinator D. Taylan Uysal erasmus@gelisim.edu.tr +902124337020/249	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL POZNAN14	Rector <b>Dr hab. Kamila Wilczyńska</b>	14.08.2014	<p style="text-align: center;"><b>REKTOR</b></p>  <p style="text-align: center;"><i>prof. dr hab. Kamila Wilczyńska</i></p>
TR ISTANBU32	Rector <b>Prof. Dr. Burhan Aykaç</b>		

<sup>7</sup> Scanned signatures are accepted

## BILATERAL AGREEMENT form for the academic year 2011/2013 Lifelong Learning Programme: HIGHER EDUCATION (ERASMUS)

<b>between</b> <i>(name an ERASMUS ID code of the institution)</i>	<b>İSTANBUL GELİŞİM MESLEK YÜKSEKOKULU</b> <b>TR İSTANBU32</b> EUC N°: 257646-IC-1-2011-1-TR-ERASMUS-EUC-1
<b>Contact person (name, address, phone, fax, e-mail)</b>	<b>Deniz Taylan Uysal</b> E-5 Yanyol Duygu Sok. No:259 Cihangir Mah. Avcılar, 34310, İstanbul, Turkey Phone: +90 21 24 22 06 70, Fax: +90 21 24 22 06 71 Email: dtuysal@gelisim.edu.tr
<b>and</b> <i>(name and ERASMUS ID code of the institution)</i>	<b>Wyższa Szkoła Handlowa im. Króla Stefana Batorego w Piotrkowie Trybunalskim</b> <b>The Stefan Batory Higher School of Business in Piotrków Trybunalski</b> <b>PL PIOTRKO01</b> EUC N°: 237519-IC-1-2011-1-PL-ERASMUS-EUCX-1
<b>contact person (name, address, phone, fax, e-mail)</b>	Mgr Magdalena Dubiel, International Cooperation Office, Wyższa Szkoła Handlowa im. Króla Stefana Batorego w Piotrkowie Trybunalskim, ul. Słoneczna 1, 97-300 Piotrków Trybunalski, Poland Tel. +48 446452100, Ext.No. 27, Fax: +48 446475005 Email:biurorektora@wsh.net.pl, website: www.wsh.net.pl

full legal name of the institutions in their national languages and ERASMUS ID codes

The above parties agree to cooperate in the activities shown below within the Lifelong Learning Programme. Both parties agree to abide by the principles and conditions applicable by the EUC, and the application forms for the academic years concerned. Both parties undertake to abide by the bilaterally agreed terms of this cooperation agreement.

### OM/S: student mobility

ERASMUS subject area		Level			Country		Total number	
Code	Name	Under-graduate	Post-graduate	Doctorate	From	To	Students	Student months (= sum)
04.0	Business Studies	X			TR	PL	4	20
14.6	International Relations							
10.6	Public Administration	X			PL	TR	4	20

### OM/T: teaching staff mobility

Subject area code	Topic(s) taught	Name of the staff member	Home country	Host country	Duration in number of weeks	Number of teaching hours per week
04.0	Business Studies	To be defined	TR	PL	1	5
14.6	International Relations					
10.6	Public Administration	To be defined	PL	TR	1	5

### STM: School Staff Mobility (1-8 weeks)

Topic(s)	Name of the staff member	Home Country	Host Country	Duration in number of weeks	Number of hours per week
To be defined	To be defined	PL	TR	1	-
		TR	PL	1	-

### Signatures of the legal representatives/heads of institutions from both institutions:

<b>Name of institution:</b> İstanbul Gelişim Meslek Yüksekokulu	<b>Name of institution:</b> Wyższa Szkoła Handlowa im. Króla Stefana Batorego w Piotrkowie Trybunalskim
<b>Name and status of the official representative:</b> Prof. Dr. İ. Erdal Kerem, Director	<b>Name and status of the official representative:</b> Doc. dr Agata Kołodziejska, Rector
<b>Signature:</b> 	<b>Signature:</b> 
<b>Date:</b> 08.06.2011	<b>Date:</b> 1.06.2011

**Wyższa Szkoła Handlowa**  
**im. Króla Stefana Batorego**  
**w Piotrkowie Trybunalskim**  
97-300 Piotrków Trybunalski  
ul. Słoneczna 1  
NIP 771-26-03-135