



# Erasmus+ Programme

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

## Inter-institutional agreement 2017 - 2021

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	Erasmus code	Contact details	Website
ISTANBUL GELİŞİM UNIVERSITY	TR ISTANBU32	Alisa Usubova <a href="mailto:Erasmus@gelisim.edu.tr">Erasmus@gelisim.edu.tr</a> +902124227000	<a href="http://gelisim.edu.tr">http://gelisim.edu.tr</a>
Uniwersytet Przyrodniczy w Lublinie University of Life Sciences in Lublin	PL LUBLIN04	Erasmus Institutional Coordinator: Izabela Wolska Promotion and International Exchange Office Akademicka 13, 20-950 Lublin, Poland Tel: +48 81/446 65 73 Email: <a href="mailto:izabela.wolska@up.lublin.pl">izabela.wolska@up.lublin.pl</a>	<a href="http://erasmus.up.lublin.pl/erasmus-eng">http://erasmus.up.lublin.pl/erasmus-eng</a>

More contact and other information can be given in a separate info sheet accompanying this agreement.

## 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 the calendar year (for the next academic year).

FROM	TO	Subject area code (ISCED)	Subject area name	Study cycle level	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR ISTANBU32	PL LUBLIN04	Gastronomy	0721	1st	4x5 months=20 months	To be determined
PL LUBLIN04	TR ISTANBU32	Gastronomy	0721	1st	4x5 months=20 months	To be determined

FROM	TO	Subject area code (ISCED)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
TR ISTANBU32	PL LUBLIN04	0721	Gastronomy	2 x 1 week	2 x 1 week
PL LUBLIN04	TR ISTANBU32	0721	Gastronomy	2 x 1 week	2 x 1 week

## 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	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies / Traineeships	Staff Mobility for Teaching
TR ISTANBU32	Gastronomy	English	Turkish	B1	B2
PL LUBLIN04	Food Science and Biotechnology	English	Polish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

## **D. Additional requirements**

### **PL LUBLIN04**

#### **Organization of the academic year**

- winter semester: October 1<sup>st</sup> – February 15<sup>th</sup>
- summer semester: February 15<sup>th</sup> – June 30<sup>th</sup>

#### **Nomination and Online application procedure**

- The sending institution has to inform the International Exchange Office (IEO) <[erasmus@up.lublin.pl](mailto:erasmus@up.lublin.pl)> at the receiving institution about nominated incoming students (student name, gender, faculty, current year of study, length of stay, Email address), which testify that the students have been selected for the Erasmus+ Programme.

Nomination deadlines for coordinators:

- winter semester: May 15<sup>th</sup>
- summer semester: October 15<sup>th</sup>
- Incoming student will then be informed by the IEO of the receiving institution about the online application procedure.

#### **Courses and Learning Agreement**

- For the enrollment Incoming Erasmus student has to choose most of the courses in the faculty for which the Erasmus agreement was signed. The rest of the courses can be chosen from another faculty.

#### **Number of Credits**

- The minimum required ECTS number/ semester is 20. The exception only if there are specific requirements of the home institution, e.g. lower number of ECTS

#### **Arrival**

- Incoming student should participate in the introduction days of the IEO

#### **Student Mobility for Traineeship**

- Depending on the availability of the relevant department and the suitability of the dates

#### **Staff Mobility for Teaching/Training**

- Incoming teaching staff must be individually accepted by the faculty/department that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the department.
- Incoming non-teaching staff must be individually accepted by the International Exchange Office based on the proposed working plan. The IEO will check the availability of the concerned department, service or unit.
- Depending on the availability of the relevant department and the suitability of the dates

#### **Agreements**

- For modification or renewals of inter-institutional agreements, please contact the IEO of the University of Life Sciences in Lublin.

## E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn semester	Spring semester
TR ISTANBU32	20 <sup>th</sup> June	15 December
PL LUBLIN04	15 May ( for autumn term or the whole academic year)	15 November

2. The receiving institution will send its decision within **4 weeks from the application deadline.**
3. A Transcript of Records with attendance dates will be issued by the receiving institution no later than **5 weeks after the assessment period** has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.
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

#### 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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#### PL LUBLIN04

Local Grade	Local Definition	Equivalent ECTS Grades	
5	Very good	A	Excellent
4+	Better than good	B	Very good
4	Good	C	Good
3+	Better than satisfactory	D	Satisfactory
3	Satisfactory	E	Sufficient
2	Unsatisfactory (fail)	F/FX	Fail
zaliczone	Credited/ passed	Student achievements in some subjects are not graded only "credited", where the student has attained a satisfactory level.	

#### 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	Contact details	Website for information
TRISTANBU32	<a href="mailto:Erasmus@gelisim.edu.tr">Erasmus@gelisim.edu.tr</a> +902124227000	<a href="http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html</a>
PL LUBLIN04	Jerzy Horbowski-Zaraneek, MSc Promotion and International Exchange Office Tel: +48 81/445 6547 E-mail: <a href="mailto:jerzy.horbowski@up.lublin.pl">jerzy.horbowski@up.lublin.pl</a> <a href="mailto:erasmus@up.lublin.pl">erasmus@up.lublin.pl</a>	<a href="http://erasmus.up.lublin.pl/erasmus-eng">http://erasmus.up.lublin.pl/erasmus-eng</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	Contact details	Website for information
TR ISTANBU32	<a href="mailto:erasmus@gelisim.edu.tr">erasmus@gelisim.edu.tr</a> +902124227000	<a href="http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html</a>
PL LUBLIN04	As above	As above

#### 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	Contact details	Website for information
TR ISTANBU32	<a href="mailto:erasmus@gelisim.edu.tr">erasmus@gelisim.edu.tr</a> +902124227000	<a href="http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html">http://dio.gelisim.edu.tr/Altmenu-2-2-staffmobility-.html</a>
PL LUBLIN04	As above	As above

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

Institution	Name, function	Date	Signature
TR ISTANBU32	Prof.Dr. Nail ÖZTAŞ	18.10 2018	
PL LUBLIN 04	Izabela Wolska Erasmus Institutional Coordinator	18.10. 2018	