



Erasmus+ Programme

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

Inter-institutional agreement 2016-2021 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 (eg. of the course catalogue)
Yıldız Technical University	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 5650 E-mail: erasmus@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/
		Departmental: Assoc.Prof.Dr.FazılKayıkçı Tel: +90 212 383 6818 E-mail: fkayikci@hotmail.com	
MARIA CURIE-SKLODOWSKA UNIVERSITY,		Institutional: Mr. Ryszard Straszynski, DS Femina, ul. Langiewicza 20 , 20-035 Lublin, Poland tel. (+48) 815375218, tel /fax (+48)	http://www.umcs.pl/en/

FACULTY OF ECONOMICS	815375410 e-mail: ryszard.straszynski@poczta.umcs.lublin.pl	http://www.umcs.pl/pl/course-s-in-english,1984.htm
	Departmental: Jacek Jakubczak, MSc Tel. (+48) 604 46 77 97 e-mail: jacek.jakubczak@poczta.umcs.lublin.pl	

B. Mobility numbers 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	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration *]	
TR ISTANBU07	PL LUBLIN09	14.3 [314] 04.0 [34]	Economics	1	4x5	Only by individual agreement
PL LUBLIN09	TR ISTANBU07	14.3 [314] 04.0 [34]	Economics	1	4x5	Only by individual agreement
						Only by individual agreement
						Only by individual agreement

FROM	TO	Subjec	Subject	Number of staff mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>t area code</i> [ISCED]	<i>area name</i>	Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	<i>Staff Mobility for Training</i>
TR ISTANBU07	PL LUBLIN09	14.3 [314] 04.0 [34]	Economics/Business Studies and Management Sciences	1x1w 8h	
PL LUBLIN09	TR ISTANBU07	14.3 [314] 04.0 [34]	Economics/Business Studies and Management Sciences	1x1w 8h	

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]	<i>Optional: Subject area</i>	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ¹ Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU07		English		B1	B2
PL LUBLIN09		Polish	English (selected courses)	B1	B2

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

TR ISTANBU07:

PL LUBLIN01

Application documents for students include: application form, Learning Agreement, transcript of records.

¹For 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>

International staff members should enquire about teaching appointments or traineeship visits directly with the departmental coordinators of the respective partner faculty.

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 ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December
PL LUBLIN09	31 May	31 October

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. 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

TR ISTANBU07:

<http://www.bologna.vildiz.edu.tr/index.php?r=institution/grading>

PL LUBLIN01 uses the standard Polish grading system ranging from 2 (fail) to 5 (very good). Often the marks "+" and "-" are added to the principal grades.

Grade	Polish description	English description
5	Bardzo dobry	Very good
4,5/4+	Dobry/dobry+	Good plus

4	Dobry	Good
3,5/3+	Dostateczny/dostateczny+	Satisfactory plus
3	Dostateczny	Satisfactory
2	Niedostateczny	Unsatisfactory/Failing

2. Visa and Residence Permit

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 ISTANBU07		http://www.goc.gov.tr/main/Eng_3 https://e-ikamet.goc.gov.tr/
PL LUBLIN09	Erasmus Office Tel/fax +48815375410	http://umcs.pl/en/erasmus.4744.htm

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 ISTANBU07		http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749 https://e-ikamet.goc.gov.tr/
PL LUBLIN09	Erasmus Office Tel/fax +48815375410	http://umcs.pl/en/erasmus.4744.htm



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 ISTANBU07	incoming@yildiz.edu.tr	http://www.eu.yildiz.edu.tr/en/sayfa/8/Erasmus-Student-Network/185
PL LUBLIN09	Erasmus Office: Tel/fax +48815375410 Student Office: akademik@umcs.lublin.pl	http://umcs.pl/en/erasmus.4744.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	06 MAY 2016	 
PL LUBLIN09	Prof. Anna Rakowska, Vice Dean for Research and International Cooperation, Faculty of Economics Prof. Dr hab. Barbara Hlibowicka- Węglarz, Vice Rector		PRODZIEKAN <i>dr hab. Anna Rakowska</i> <i>prof. nadzw.</i> PROREKTOR <i>Bli</i> <i>prof. dr hab. Barbara Hlibowicka-Węglarz</i>

²Scanned signatures are accepted