



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	<u>Institutional:</u> 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/
		<u>Departmental:</u> Assoc.Prof.Dr. Fazıl Kayıkçı Tel: +90 212 383 6818 E-mail: fkayikci@hotmail.com	

<p>UNIwersYTET WROCLAWSKI</p>	<p>PL WROCLAW01</p>	<p>Institutional Coordinator: Barbara Skalacka-Harrold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 barbara.skalacka-harrold@uwr.edu.pl International Office: https://international.uni.wroc.pl/</p> <p>Departmental Coordinator: Dr. Mariusz Dybal, Faculty of Law, Administration and Economics ul. Uniwersytecka 22/26 50-145 Wrocław Poland Tel. +48 71 3752358 mariusz.dybal@uwr.edu.pl</p>	<p>International Office: https://international.uni.wroc.pl/ https://international.uni.wroc.pl/en/bachelor/business-and-administration https://international.uni.wroc.pl/en/master/managerial-economics</p>
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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
					<i>[total number of months of the study periods or average duration*]</i>	

TR ISTANBU07	PL WROCLAW01	031-041	Business, Economics, Finance	1,2	4x5	Only by individual agreement
PL WROCLAW01	TR ISTANBU07	031-041	Business, Economics, Finance	1,2	4x5	Only by individual agreement

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	Staff Mobility for Training
				[total number of days of teaching periods or average duration *]	
TR ISTANBU07	PL WROCLAW01	031-041	Business, Economics, Finance	2X8 hours	Only by individual agreement
PL WROCLAW01	TR ISTANBU07	031-041	Business, Economics, Finance	2X8 hours	Only by individual agreement

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07		English		B1	B2

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>

PL WROCLAW01		Polish	English	English	English: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

TR ISTANBU07:

At PL WROCLAW01

STUDENTS

- **Nominations**
Student nominations should be sent (e-mail) by the Partner University to Ms. Barbara Pietrzekiewicz barbara.pietrzekiewicz@uwr.edu.pl, responsible for incoming students, before 1st June (winter semester) and 15th October (summer semester)
- **Application procedure**
All the nominated students should create an on-line account and follow the instructions to prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of UWr before 15 th June (winter semester) and 31st October (summer semester)

Detailed information about the procedure:

<https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/application-forms-and-deadlines>

DISABLED

The University of Wrocław can offer some assistance to students/staff with disabilities, although the structure and the position of the university buildings may occur difficulties for students with serious mobility problems. Limited number of rooms suitable for disabled can be offered in one of the student houses. Disabled students interested to study at the University of Wrocław should contact the International Office before starting the application procedure to make sure if all the necessary assistance can be provided.

STAFF

- Academic teachers interested in a teaching visit at the University of Wrocław should contact the Erasmus Coordinator at the Faculty which holds the appropriate Erasmus bilateral agreement.
- Non-academic staff members who are interested in spending one week training at the University of Wrocław under the Erasmus programme should at first contact the International Office of Wrocław University, who will then forward the query to the appropriate department of the University.

Detailed information for incoming staff:

<https://international.uni.wroc.pl/en/visiting-staff>

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 WROCLAW01	Nomination: 1 st June Application: 15 th June Academic Calendar: October-February	Nomination: 15 th October Application: 31 st October Academic Calendar: February-September

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.yildiz.edu.tr/index.php?r=institution/grading>

University of Wroclaw PL WROCLAW01 *grading system:*

ECTS grade	Polish grade	definition
A	5 (bdb)	EXCELLENT – outstanding performance with only minor errors
B	4,5 (+db)	VERY GOOD – above the average standard but with some errors
C	4 db	GOOD – generally sound work with a number of notable errors
D	3,5 +dst	SATISFACTORY – fair but with significant shortcomings
E	3 dst	SUFFICIENT – performance meets the minimum criteria
FX, F	2 nd	FAIL – some more work required before the credit can be awarded

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 WROCLAW01	https://international.uni.wroc.pl/en/study-english/practical-information/visa	https://international.uni.wroc.pl/en/study-english/practical-information/visa

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 WROCLAW01	https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance	https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance



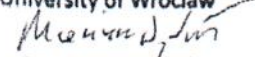
4. Housing

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 WROCLAW01	https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation	https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature²
TR ISTANBU07	Assoc.Prof.Dr. Bayram Ali Ersoy <i>Institutional Erasmus Coordinator</i>	25 MAR 2016	 
PL WROCLAW01	Dr. Mariusz Dybal Erasmus Coordinator, Institute of Economic Sciences, Faculty of Law, Administration and Economics, University of Wrocław	23/3/2016	Erasmus coordinator Institute of Economic Sciences University of Wrocław  Dr. Mariusz Dybal

²Scanned signatures are accepted