



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Istanbul Kültür University	TR ISTANBU19	Erasmus Institutional Coordinator Burcu Atalay-Emre, M.A. b.atalay@iku.edu.tr, eic@iku.edu.tr European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, İstanbul. Agreements: agreements- eic@iku.edu.tr Outgoing: eic-sts-out@iku.edu.tr Staff: staffmobil-eic@iku.edu.tr	www.iku.edu.tr/eic
Wyższa Szkoła Finansów i Zarządzania w Białymstoku University of Finance and Management in Białystok	PL BIALYST03	Erasmus Institutional Coordinator prof. Kazimierz Meredyk Tel.: +48 85 6785813 e-mail: kmeredyk@gmail.com	Welcome.aspx">http://www.wsfiz.edu.pl/IntStud/SE>Welcome.aspx
Faculty of Economic Sciences		Departmental Coordinator dr Anna Iwacewicz-Orlowska Tel.: +48 856785807 e-mail: anna.orldowska@wsfiz.edu.pl	http://www.wsfiz.edu.pl/Downloads/course_catalogue.pdf
Department of Research, International Relations and Publishing		Contact details for Student Mobility Head of Department of Research, International Relations and Publishing Mrs. Joanna Boboryko-Hocazade Tel.: +48856750672 e-mail: foreign@wsfiz.edu.pl	http://www.wsfiz.edu.pl/IntStud/SE/Admission.aspx

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

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

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

B. Mobility numbers⁵ 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, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU 19	PL BIALYST03	34	Business and Administration	1 st	10 (45)	
PL BIALYST03	TR ISTANBU 19	34	Business and Administration	1 st	10 (45)	

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 *
TR ISTANBU 19	PL BIALYST03	34	Business and Administration	2 (10)	2 (10)
PL BIALYST03	TR ISTANBU 19	34	Business and Administration	2 (10)	2 (10)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU 19		Turkish	English	B1	N/A
PL BIALYST03		Polish	English	B1	B2

*Students whose mother tongue is Turkish do not need to certify their language competence.

⁵ 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>

⁶ 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>

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

University of Finance and Management in Bialystok:

The University of Finance and Management in Bialystok provides the infrastructure to welcome students and staff with disabilities.

Incoming teaching staff must be individually accepted by the Faculty. Incoming non-teaching staff must be individually accepted, based on the proposed working plan and the availability of the department, service or unit to host visitors.

TR ISTANBU 19 is able to receive students with disabilities. This can be discussed before each nomination

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 ISTANBU19	Application Deadline: July 15th	Application Deadline: December 15th
PL BIALYST03	20 JUNE	20 DECEMBER

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

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 5 weeks after the assessment period has finished at the receiving HET.
4. Termination of the agreement

Either party can terminate the agreement by informing the other party expressly in writing. In case of a unilateral termination of the agreement, 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. Students selected prior the date of notification must be admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of conflict.

F. Information

1. Grading systems of the institutions

PL BIALYST03 University of Finance and Management in Bialystok:

ECTS Grade	Local grade	Definition
A	5 (bardzo dobry)	EXCELLENT - outstanding performance with only minor errors
B	4,5 (dobry plus)	VERY GOOD - above the average standard but with some errors
C	4,0 (dobry)	GOOD - generally sound work with a number of notable errors
D	3,5 (dostateczny plus)	SATISFACTORY - fair but with significant shortcomings
E	3,0 (dostateczny)	SUFFICIENT - performance meets the minimum criteria
F	2,0 (niedostateczny)	FAIL - considerable further work is required

TR ISTANBU19: <http://www.iku.edu.tr/EN/ectsikuinfo.html#>



	University of Finance and Management in Białystok	Istanbul Kültür University
WWW for Incoming Students ⁷		www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue		http://www.iku.edu.tr/EN/ects.php
Housing ⁷	http://www.wsfiz.edu.pl/IntStud/SEInformati on.aspx	www.iku.edu.tr/eic-incomingsts
Contact details	Department of Research, International Relations and Publishing Tel.: +48 856750672 foreign@wsfiz.edu.pl	eic-sts-in@iku.edu.tr
WWW Visa Information ⁸	http://www.wsfiz.edu.pl/IntStud/SEAdmissio n.aspx	www.iku.edu.tr/eic-visa
Contact details	Department of Research, International Relations and Publishing foreign@wsfiz.edu.pl	eic-sts-in@iku.edu.tr
WWW Insurance Information	http://www.wsfiz.edu.pl/IntStud/SEInformati on.aspx	www.iku.edu.tr/eic-incomingsts
Contact details	Department of Research, International Relations and Publishing foreign@wsfiz.edu.pl	eic-sts-in@iku.edu.tr

University of Finance and Management in Białystok: University reserves to all incoming Erasmus students accommodation in a dormitory.

University of Finance and Management in Białystok: International students are advised to purchase health insurance in the home country, before departure. NON-EU Student can benefit from the health services but medical consultation is paid (the health insurance company can then reimburse the cost; student is advised to confirm with their insurance company exactly what level of medical coverage they are entitled to in Poland and what are the reimbursement procedures). International students can purchase the insurance in Poland by agreement with National Fund of Health or private insurance company.

University of Finance and Management in Białystok: Non-EU citizens need to obtain a visa prior departure from their home country.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹⁰
TR ISTANBU19	Prof. Dr. Sermin Örnektekin, Vice- Rector	17.01.2014	
PL BIALYST03	prof. dr hab. Józef Szablowski	21.01.2014	

⁷ The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁸ 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 ECHE.

⁹ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

¹⁰ Scanned signatures are accepted