



**Erasmus+ Programme**

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

**Inter-institutional<sup>1</sup> agreement 2017-2020**  
**between programme countries**

**[Minimum requirements]<sup>2</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>3</sup> (email, phone)	Website (e.g. of the course catalogue)
<b>ISTANBUL KULTUR UNIVERSITY</b>	TR ISTANBU19	<b>Seçkin Taygun Altıntaş</b> Erasmus Institutional Coordinator <a href="mailto:s.altintas@iku.edu.tr">s.altintas@iku.edu.tr</a> International Office Ataköy Campus, D-100 Yanyol, Bakırköy, 34158, Istanbul <a href="mailto:erasmus@iku.edu.tr">erasmus@iku.edu.tr</a>  +90 212 498 44 66	International Office <a href="http://www.iku.edu.tr/ENG/5/31248/gelen.html">http://www.iku.edu.tr/ENG/5/31248/gelen.html</a>  ECTS Information Package <a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>
<b>Wyższa Szkoła Ekologii i Zarządzania w Warszawie</b>  <b>University of Ecology and Management in Warsaw</b>	PL WARSZAW41	Erasmus Institutional Coordinator <u>Dr Justyna Kłys</u> Vice-Rector of the University of Ecology and Management <a href="mailto:justyna.klys@wseiz.pl">justyna.klys@wseiz.pl</a> +48 22 825 80 32/33  Erasmus Departmental Coordinators: Faculty of Architecture <u>Dr eng. Małgorzata Leszczyńska- Domańska</u> <a href="mailto:m.leszczynska@wseiz.pl">m.leszczynska@wseiz.pl</a> Faculty of Engineering and Management <u>Dr Katarzyna Adamiak</u> <a href="mailto:k.adamiak@wseiz.pl">k.adamiak@wseiz.pl</a> Tel: +48 22 825 80 32/33	<a href="http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members.html">http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members.html</a>  Courses catalogue: <a href="http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members/erasmus-plus-courses-catalogue.html">http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members/erasmus-plus-courses-catalogue.html</a>

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

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Assistant of the Institutional Erasmus Programme Coordinator Elżbieta Bronakowska e.bronakowska@wseiz.pl Tel: +48 22 825 80 32/33  erasmus@wseiz.pl	
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## B. Mobility numbers<sup>4</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.

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> ] *	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 INSTANBU19	PL WARSZAW41	0212	Interior architecture and Environmental Design	1 <sup>st</sup>	2 x 10	N/A
PL WARSZAW41	TR INSTANBU19	0212	Interior architecture and Environmental Design	1 <sup>st</sup>	2 x 10	N/A

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 INSTANBU19	PL WARSZAW41	0212	Interior architecture and Environmental Design	2 x 5	2 x 5
PL WARSZAW41	TR INSTANBU19	0212	Interior architecture and Environmental Design	2 x 5	2 x 5

<sup>4</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>)

### 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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU19	Interior architecture and Environmental Design	English		B2 (English)	B2 (English )
PL WARSZAW41	Interior architecture and Environmental Design	Polish	English	B1 (English)	B2 (English )

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

### 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 15 <sup>th</sup>	Application deadline: November 15 <sup>th</sup>
PL WARSZAW41	1 June	1 December

<sup>5</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>



## F. Information

### 1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>6</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

#### TR ISTANBU19

You may see our grading system via [https://www.iku.edu.tr/EN/ects\\_bolum.php?m=&p=9&f=&r=0&ects=main#](https://www.iku.edu.tr/EN/ects_bolum.php?m=&p=9&f=&r=0&ects=main#)

#### PL WARSZAW41:

NUMERICAL SCALE - ECTS		NUMERICAL SCALE – UE&M	
A	Excellent	5	Bardzo dobry
B	Very good	4,5	Dobry plus
C	Good	4	Dobry
D	Satisfactory	3,5	Dostateczny plus
E	Sufficient	3	Dostateczny
F FX	Fail	2	Niedostateczny

### 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 [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU19	<a href="mailto:erasmus@iku.edu.tr">erasmus@iku.edu.tr</a> +90 212 498 4056	<a href="https://www.iku.edu.tr/ENG/15/2390/visa-residence-permit.html">https://www.iku.edu.tr/ENG/15/2390/visa-residence-permit.html</a>
PL WARSZAW41	<a href="mailto:Elzbieta.Bronakowska@wseiz.pl">Elzbieta Bronakowska</a> Assistant of the Institutional Erasmus Programme Coordinator <a href="mailto:e.bronakowska@wseiz.pl">e.bronakowska@wseiz.pl</a> <a href="mailto:erasmus@wseiz.pl">erasmus@wseiz.pl</a> +48 22 825 80 32/33	<a href="http://eng.wseiz.pl/life-poland-incoming.html">http://eng.wseiz.pl/life-poland-incoming.html</a>  Entry requirements for non-EU citizens: As a general rule to enter Poland a visa is needed. There are, however, a number of countries that are free of this requirement. If student is a citizen of an EU member state, to enter Poland she/he will need a valid travel document or a document confirming identity and citizenship (i.e. your national ID). As UE citizens student should only apply for registration of their stay with local voivodship office within 90 days of their arrival. They will be issued a cost-free certificate of registration with non-

<sup>6</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

		<p>limited period of validity proving their right to stay in Poland. For detailed information check out the Voivodship Office's website.</p> <p>Entry requirements for non-EU citizens:</p> <p>As a general rule to enter Poland a visa is needed. There are, however, a number of countries that are free of this requirement.</p>
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### 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:


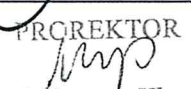
Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU19	<a href="mailto:erasmus@iku.edu.tr">erasmus@iku.edu.tr</a> +90 212 498 4056	<a href="http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html">http://www.iku.edu.tr/ENG/15/2421/mobility-procedures.html</a>
PL WARSZAW41	<u>Elżbieta Bronakowska</u> Assistant of the Institutional Erasmus Programme Coordinator <a href="mailto:e.bronakowska@wseiz.pl">e.bronakowska@wseiz.pl</a> <a href="mailto:erasmus@wseiz.pl">erasmus@wseiz.pl</a> +48 22 825 80 32/33	<a href="http://eng.wseiz.pl/life-poland-incoming.html">http://eng.wseiz.pl/life-poland-incoming.html</a> Healthcare in Poland is available for students from EU/EEA countries, provided that they hold valid medical insurance in the national insurance system of their country. A valid passport, student identity card and a valid European Health Insurance Card entitles its holder to medical care free of charge in Poland. Non-EU students are recommended to purchase their own international medical insurance prior to their arrival in Poland.

### 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 ISTANBU19	<a href="mailto:erasmus@iku.edu.tr">erasmus@iku.edu.tr</a> +90 212 498 4056	<a href="https://www.iku.edu.tr/ENG/15/2391/accommodation.html">https://www.iku.edu.tr/ENG/15/2391/accommodation.html</a>
PL WARSZAW41	<u>Elżbieta Bronakowska</u> Assistant of the Institutional Erasmus Programme Coordinator <a href="mailto:e.bronakowska@wseiz.pl">e.bronakowska@wseiz.pl</a> <a href="mailto:erasmus@wseiz.pl">erasmus@wseiz.pl</a> +48 22 825 80 32/33	<p>Student Dormitories: <a href="http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members/student-dormitories.html">http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members/student-dormitories.html</a></p> <p>Staff members: <a href="http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members/erasmus-applying-procedure-for-staff-members.html">http://eng.wseiz.pl/erasmus-for-incoming-students-and-staff-members/erasmus-applying-procedure-for-staff-members.html</a></p>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
TR ISTANBU19	<i>Seçkin Taygun Altıntaş</i> <i>Erasmus Institutional Coordinator</i>	05.01.2018	 ISTANBUL KÜLTÜR UNIVERSITY INTERNATIONAL OFFICE www.iku.edu.tr
PL WARSZAW41	<b>Dr Justyna Kłys</b> Vice-Rector of the University of Ecology and Management in Warsaw / Erasmus Institutional Coordinator	05.01.2018	PROREKTOR  dr Justyna Kłys

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