



Erasmus+ Programme

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

Inter-institutional¹ agreement 2013-2021² 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)
Atatürk University	TR ERZURUM01	Assoc. Prof. Bülent ÇAVUŞOĞLU, Erasmus Institutional Coordinator E-mail: bcavusoglu@atauni.edu.tr erasmus@atauni.edu.tr Phone: +90442 231 3126/3 Atatürk University Office of International Affairs Student Affairs Building 2 nd Floor 25240 Erzurum/ TURKEY	http://eobs.atauni.edu.t r/Default.aspx
Szczecińska Szkoła Wyższa Collegium Balticum Szczecin Higher School Collegium Balticum	PL SZCZECI12	Michał Krempa Academic Career Office Ul. Mieszka I 61c, 71-011 Szczecin Phone: +48 91 4830744 Mob.: +48 505 849 018 m.krempa@cb.szczecin.pl	www.cb.szczecin.pl

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

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

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

⁴Contact 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 November 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ERZURUM01	PL SZCZECI12	0111	Education	1 st , 2 nd	2 x 10 months [20]	---
PL SZCZECI12	TR ERZURUM01	0111	Education	1 st , 2 nd	2 x 10 months [20]	---

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 ERZURUM01	PL SZCZECI12	0111	Education	2 (min 2 days – 1 week each)	2 (min 2 days – 1 week each)
PL SZCZECI12	TR ERZURUM01	0111	Education	2 (min 2 days – 1 week each)	2 (min 2 days – 1 week each)

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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>) [*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ERZURUM01	0111	Turkish	English	B1 (English)	B1 (English)
PL SZCZECI12	0111	Polish	Polish	Polish B2	Polish 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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

PL SZCZECI12:

In case of additional requirements in regard to academic, organizational or other aspects (e.g. students with special needs) please contact the Academic Career Office (m.krempa@cb.szczecin.pl).

Partner:

TR ERZURUM01- <http://eobs.atauni.edu.tr/Default.aspx>

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 ERZURUM01	June 30 th	November 30 th
PL SZCZECI12	1 st September	1 st February

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

- The receiving institution will send its decision within **6** weeks.
- 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 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."]

PL SZCZECI12:

After having received the paper application (printed online application) the letter of acceptance will be sent within a max. of six weeks.

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.

Partner:

TR ERZURUM01- After having received the paper application (printed online application) the letter of acceptance will be sent within a max. of four weeks.

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' guide⁶. 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.]

PL SZCZECI12

Polish Grading Scale	Definition
5	EXCELLENT
4,5	VERY GOOD
4	GOOD
3,5	SATISFACTORY
3	SUFFICIENT
2	FAIL
Zal / pass	Participation; i.e. the student has successfully and regularly attended the course.

Partner:

TR ERZURUM01- <http://eobs.atauni.edu.tr/Default.aspx>

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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 ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx
PL SZCZECI12	Michał Krempa Academic Career Office Ul. Mieszka I 61c, 71-011 Szczecin Phone: +48 91 4830744 Mob.: +48 505 849 018 m.krempa@cb.szczecin.pl	www.cb.szczecin.pl

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 ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx
PL SZCZECI12	Michał Krempa Academic Career Office Ul. Mieszka I 61c, 71-011 Szczecin Phone: +48 91 4830744 Mob.: +48 505 849 018 m.krempa@cb.szczecin.pl	www.cb.szczecin.pl

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:

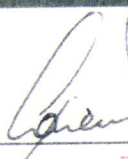

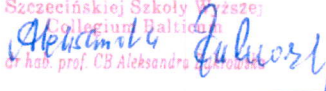
Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ERZURUM01	erasmus@atauni.edu.tr Phone: +90442 231 3126/3	http://eobs.atauni.edu.tr/Default.aspx
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TR ERZURUM01	Assoc. Prof. Bülent ÇAVUŞOĞLU Head, Office of International Affairs and Erasmus+ Institutional Coordinator	04/02/2018	 
PL SZCZECI12	Ms Prof. Dr hab. Aleksandra Żukrowska Rektor	04/ /2018	

⁷ Scanned signatures are accepted

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TR ERZURUM01	Assoc. Prof. Bülent ÇAVUŞOĞLU Head, Office of International Affairs and Erasmus+ Institutional Coordinator	04/02/2018	 
PL SZCZECI12	Ms Prof. Dr hab. Aleksandra Żukrowska Rektor	04/03/2018	 REKTOR Szczecińskiej Szkoły Wzajemnej Collegium Balticum Dr hab. prof. CB Aleksandra Żukrowska

⁷ Scanned signatures are accepted