

Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
ATATURK UNIVERSITY Oltu Faculty of Humanities and Social Sciences	TR ERZURUM01	Institutional Erasmus Coordinator: Prof. Dr. Taşkın Öztaş E-mail: toztas@atauni.edu.tr Tel: +90 442 231 31 26 Faculty's Exchange Programmes Coordinator BA Abdullah Yiğit Güngör, E-mail: yigit.gungor@atauni.edu.tr Tel: +90 442 816 44 77 Administrative contact: Ataturk University Office of International Affairs. Address: Student Affairs Building Floor:2 E-mail: erasmus@atauni.edu.tr Tel: + 90 442 231 31 26	www.atauni.edu.tr www.atauni.edu.tr/icerik/ogrenciler/ogrenciler.aspx

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

*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.;

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 <small>[total number of days of teaching periods or average duration*]</small>	Staff Mobility for Training *
PL WARSZAW07	TR ERZURUM01	0311	Economics		0
		0923	Social work and counselling	3 x 5 days	
TR ERZURUM01	PL WARSZAW07	0311	Economics		0
		0923	Social work and counselling	3 x 5 days	

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 ³	
				Student Mobility for Studies <small>[Minimum recommended level B1]</small>	Staff Mobility for Teaching <small>[Minimum recommended level B2]</small>
TR ERZURUM01	ECONOMICS/ SOCIAL SERVICES	ENGLISH	ENGLISH	B1 ENGLISH	B2 ENGLISH
PL WARSZAW07	Economics / Social Work	ENGLISH	POLISH	for courses realized in English: min. B1 for courses realized in Polish: min. B2	B2

³For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://www.cerl.eu/> (language levels: B1)

D. Additional requirements

The partners agree to abide by ECTS Guidelines and use ECTS transparency and recognition tools. They will promote meaningful credit mobility for students of all levels, giving students reasonable freedom of choice in their learning activities. Nevertheless, the students nominated by the partner university to study at PL WARSZAW07 are obliged to obey the university's regulation on selecting at least 60% (18 ECTS) of the courses offered by the host institute/faculty.

PL WARSZAW07

Staff mobility: STA, STT

The staff mobility applications to be sent to the IRO e-mail address: iro@pwr.edu.pl. Draft of (Preliminary) Individual Teaching Programme for STA/ Individual Work Programme for STT indicating academic/professional area and proposed term of visit to be included as a basis to serve as a ground for the relevant faculty/administrative unit in decision making process.

Student mobility: SMS

Nomination procedure: nominations to be sent to erasmus@pwr.edu.pl. Each nomination should contain the following data: student's first and last name, gender, field of study, department and faculty at the home University, year of study, study level at the home University, Erasmus code of the home University, duration of stay (e.g. 1st semester, 2nd semester or whole academic year), e-mail address of the nominated student.

After receiving the nomination, the information on application would be sent directly to the students.

Online application process:

The IRK-DWM online registration system is accessible for students at: <http://www.pwr.edu.pl/irkdwm/>

Application documents: Application form (containing course list to be followed at PL WARSZAW07), Transcript of Records - Language Level Certificate (official certificate of university confirmation stating the exact language level based on the exam) information accessible at: <http://www.dwm.pwr.edu.pl/en/> Direct link: <http://www.pwr.edu.pl/irkdwm/submitApplicationForm.do>

For more information on the application process, please contact: erasmus@pwr.edu.pl or iro@pwr.edu.pl

Assistance for the disabled students and staff is provided by Rector's Delegate for the Disabled Students

While nominating the student please inform the IRO about the specific requirements so that appropriate support is provided in advance

TR ERZURUM01

<http://www.erasmus.gov.tr/Default.aspx>

<http://pau.atauni.edu.tr/en/>

E. Calendar

1. Applications, information and 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 WARSZAW07	Nomination: 30. April Application: 31. May (Term: October – mid February)	Nomination: 31. December Application: 31. January (Term: mid February – mid of June)

2. PL WARSZAW07: The receiving institution will send its decision within [6] weeks.
TR ERZURUM01: 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 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

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

Grading system of the Ataturk University (TR ERZURUM 01):

<http://zakar.atauni.edu.tr/sozlesme/egitim-sistem/yonerge/>

Grading system of the Cardinal Stefan Wyszyński University (PL WARSZAW07):

Statistical distribution of grades elaborated by each faculty to be accessed at:

<http://www.wsw.edu.pl/pl/en/instytut/>

http://ec.europa.eu/erasmus/learning_grading_policies_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
FR ERZURUM01	marion.girault@univ-lyon2.fr +33 (0) 442 231 31 26	http://oia.atamuniv.edu.tr/en/erasmus-procedures
PL WARSZAW07	erasmus@dwia.aks.edu.pl +48 (0) 551 551 57	http://www.dwia.aks.edu.pl/en

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
FR ERZURUM01	marion.girault@univ-lyon2.fr +33 (0) 442 231 31 26	http://oia.atamuniv.edu.tr/en/erasmus-procedure-and-documents/
PL WARSZAW07	erasmus@dwia.aks.edu.pl +48 (0) 551 551 57	http://www.dwia.aks.edu.pl/en


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	TR ERZURUM01 F 90 442 231 31 26	http://www.dwm.uz.edu.tr
PL WARSZAW07	PL WARSZAW07 F 48 22 561 89 57	http://www.dwm.uksw.edu.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
PL WARSZAW07	Dr. Martyna Kawinska Departmental Coordinator Koordynator ds. Rzeszowskiego	15/02/2019	
TR ERZURUM01	Prof. Dr. Tazkim ÖZTAS Head, Office of International Affairs and Erasmus Institutional Coordinator	2019-02-21	