



Erasmus+ Programme
Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020
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 ² (email, phone)	Website (eg. of the course catalogue)
Radom Academy of Economics	PL RADOM04	Paulina Marcinkiewicz p.marcinkiewicz@wsh.pl 4848 363 22 90 ext.45 Traugutta 61a, 26- 600 Radom	http://wsh.pl/en/strona/173/studies-in-english
Ataturk University	TR ERZURUM01	Erasmus Institutional Coordinator Prof. Dr. Fahri Yavuz erasmus@atauni.edu.tr oia@atauni.edu.tr Tel: +90-442-231-1058/3 Fax: +90-442-231-1039 Ataturk University Office of International Affairs Rectorate Building #409 25240 Erzurum/TURKEY	http://eobs.atauni.edu.tr/

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

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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]	Subj ect area code * [ISC ED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [in a number of months of the study periods or average duration]	Student Mobility for Internships
PL RADOM04	TR ERZURUM01	340	Business		20 (4 students)	3 (2 STUDENTS)
		14	Education, Teacher training			
		38	Law			
		38	Public Administration			
		481	Informatics, Computer sciences	1 st , 2 nd		
		313	Political sciences			
		313	International relations			
		314	Economics			
321	Journalism					
TR ERZURUM01	PL RADOM04	340	Business		20 (4 students)	3 (2 STUDENTS)
		14	Education, Teacher training	1 st , 2 nd		
		38	Law			
		38	Public Administration			

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional)*:

	481	Informatics, Computer sciences	
	313	Political sciences	
	313	International relations	
	314	Economics	
	321	Journalism	

[*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 Traineeships [Total number of staff mobility periods or average duration]	Staff Mobility for Training
PL RADOM04	TR ERZURUM01	340	Business	15 (3 persons)	28 (4 persons)
		14	Education, Teacher training		
		38	Law		
		38	Public Administration		
		481	Informatics, Computer sciences		
		313	Political sciences		
		313	International relations		
		314	Economics		
	321	Journalism			
TR ERZURUM01	PL RADOM04	340	Business	15 (3 persons)	28 (4 persons)
		14	Education, Teacher training		

	38	Law
	38	Public Administration
	481	
	313	Informatics, Computer sciences
	313	Political sciences International relations
	314	Economics
	321	Journalism

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 ⁴	
				English B1	English B2
PL RADOM04		Polish for all programmes	English for several programs and courses for exchange students	English B1	English B1
TR ERZURUM01			English for several programs and courses for exchange students	English A2- B1	English B1

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

PL RADOM04

- Application documents received after application deadlines will not be accepted;
- Application forms and Learning Agreements should be filled in English in capital letters with correct address of University and correct name of responsible Erasmus coordinator;
- Student should send Application Form, Learning Agreements in 3 copies- signed and stamped by Erasmus coordinators with 3 photos to address: Wyższa Szkoła Handlowa, ul. Traugutta 61a, 26- 600 Radom, Poland;
- Students should hold insurance card.

⁴ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL RADOM04	September 22nd	February 22nd
TR ERZURUM01	June 30	November 30

2. The receiving institution will send its decision within six weeks.
 3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
 4. Termination of the agreement
 The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. 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

PL RADOM04; the following scale is used for all types of evaluations/examinations:

ECTS grades	Meaning	Polish scale	Polish Meaning	Grade requirements
A	(excellent)	5.0 five (pięc)	bardzo dobry (very good)	93-100%
B	(very good)	4.5 four and a half (cztery i pół)	dobry plus (good plus)	83-92%
C	(good)	4 four (cztery)	dobry (good)	73-82%
D	(satisfactory)	3.5 three and a half (trzy i pół)	dostateczny plus (satisfactory plus)	62-72%
E	(sufficient)	3.0 three (trzy)	dostateczny (satisfactory)	51-61%
FX/F	(fail)	2 two (dwa)	niedostateczny (unsatisfactory)	0-50%

TR ERZURUM01

Atatürk University: <http://www.ataturk.edu.tr>

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
PL RADOM04	Radom Erasmus Office + 48 48 363 22 90	http://wsh.pl/en/strona/189/entering-poland
TR ERZURUM01	Erasmus Office +90-442-231-1058/3	http://www.ataturk.edu.tr (You can find information on this webpage about taking a student visa from Turkey)

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
PL RADOM04	WYŻSZA SZKOŁA + 48 48 363 22 90	http://wsh.pl/en/strona/190/insurance
TR ERZURUM01	Erasmus@ataturk.edu.tr +90-442-231-1058/3	

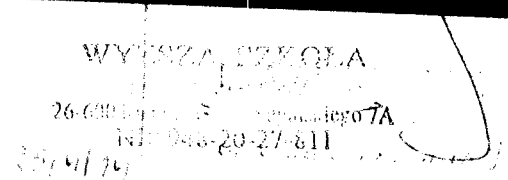
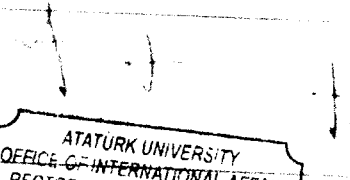
4. Housing

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
PL RADOM04	WYŻSZA SZKOŁA +48484 363 22 90 ext. 45	http://wsh.pl/en/strona/191/accomodation
TR ERZURUM01	Erasmus@ataturk.edu.tr +90-442-231-1058/3	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature*
PL RADOM04	Ph. D. Gerard Pawel Maj The chancellor		
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	17.04.2014	

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* Scanned signatures are accepted