



**Erasmus+ Programme**  
Key Action 1  
- Mobility for learners and staff -  
Higher Education Student and Staff Mobility  
**Inter-institutional agreement 2014-2021**  
between programme countries

**[Minimum requirements]**

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 (email, phone)	Website (eg. of the course catalogue)
Higher Vocational State School in Wloclawek	PL WLOCLAW02	Małgorzata Waśk ul. 3-go Maja 17 87-800 Wloclawek, tel: +48542316080, +48668075512, fax: +48542314352, <a href="mailto:malgorzata.wask@pwsz.wloclawek.pl">malgorzata.wask@pwsz.wloclawek.pl</a>	<a href="http://www.pwsz.wloclawek.pl">www.pwsz.wloclawek.pl</a>  <a href="http://pswv.pl/studia/ects">http://pswv.pl/studia/ects</a>
ATATÜRK UNIVERSITY	TR ERZURUM01	Erasmus Institutional Coordinator Prof. Dr. Fahri Yavuz <a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:gia@atauni.edu.tr">gia@atauni.edu.tr</a> Tel: +90-442-231-1058/3 Fax: +90-442-231-1039  Ataturk University Office of International Affairs Rectorate Building #409 25240 Erzurum/TURKEY	<a href="http://eobs.atauni.edu.tr/">http://eobs.atauni.edu.tr/</a>

## B. Mobility numbers per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
PL WLOCLAW02	TR ERZURUM01	0611	Computer Use	1 <sup>st</sup>	6 (60)	
TR ERZURUM01	PL WLOCLAW02	0611	Computer Use	1 <sup>st</sup>	6 (60)	
PL WLOCLAW02	TR ERZURUM01	0413	Management and Administration	1 <sup>st</sup>	6 (60)	
TR ERZURUM01	PL WLOCLAW02	0413	Management and Administration	1 <sup>st</sup>	6 (60)	

*[total number of  
months of the  
study periods for  
1 ac. year.]*

[\*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  [total number of days of teaching periods or average duration ']	Staff Mobility for Training '
PL WLOCLAW02	TR ERZURUM01	0611, 0413	Computer Use, Management and Administration	2 x 1 week	1 x 1 week
TR ERZURUM01	PL WLOCLAW02	0611, 0413	Computer Use, Management and Administration	2 x 1 week	1 x 1 week

### 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]
PL WLOCLAW02	–	EN	PL	B2 English	B2 English
TR ERZURUM01	–	EN	–	A2-B1	A2-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

#### Higher Vocational State School in Wloclawek:

For students: Apart from LA and Application form 3 photos and copy of ID are needed.

For staff mobility: Apart from teaching or training program application form is needed  
<http://psww.pl/node/5023>

Atatürk University has an online guide to welcome students and staff with disabilities:  
<http://eobs.atauni.edu.tr>

## 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 WLOCLAW02	June 15th	December 15th
TR ERZURUM01	June 30	November 30

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

2. The receiving institution will send its decision within 4 weeks.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
PL WLOCLAW02	October - February	February- June
TR ERZURUM01	October - February	February- June

4. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.
5. 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

#### Higher Vocational State School in Wloclawek:

- 5 – Excellent
- 4,5 – Very good
- 4 – Good
- 3,5 – Satisfactory
- 3 – Pass
- 2 - Fail

Atatürk University: <http://eobs.atauni.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 WLOCLAW02	<a href="mailto:malgorzata.wask@pwsz.wloclawek.pl">malgorzata.wask@pwsz.wloclawek.pl</a>  +48 668075512	
TR ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:ola@atauni.edu.tr">ola@atauni.edu.tr</a>  +90-442-231-1058/3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>  (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 WLOCLAW02	<a href="mailto:malgorzata.wask@pwsz.wloclawek.pl">malgorzata.wask@pwsz.wloclawek.pl</a> +48 668075512	
TR ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:gia@atauni.edu.tr">gia@atauni.edu.tr</a> +90-442-231-1058/3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>



#### 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 WLOCLAW02	<a href="mailto:malgorzata.wask@pwsz.wloclawek.pl">malgorzata.wask@pwsz.wloclawek.pl</a> +48 668075512	<a href="http://www.pwsz.wloclawek.pl">www.pwsz.wloclawek.pl</a>
TR ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:gia@atauni.edu.tr">gia@atauni.edu.tr</a> +90-442-231-1058/3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
PL WLOCLAW02	prof. zw. dr hab. Tadeusz Dubicki -Rector	11.01.2014	REKTOR  prof. zw. dr hab. Tadeusz Dubicki
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Erasmus Institutional Coordinator	07.02.2014	

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