



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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	Erasmus Institutional Coordinator Prof. Fahri Yavuz Tel: +90-442-231-1058	http://eobs.atauni.edu.tr/
FACULTY OF TOURISM		Departmental Coordinator Res. Ass. Zafer TURKMENDAG Tel: +90-442-231-5312	
		Contact details for Student Mobility 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	
Wyższa Szkoła Finansów i Zarządzania w Białymstoku University of Finance and Management in Białystok	PL BIALYST03	Erasmus Institutional Coordinator prof. Kazimierz Meredyk Tel.: +48 85 6785813 e-mail: kmeredyk@gmail.com	http://www.wsfiz.edu.pl/IntStud/SEWelcome.aspx

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

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

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

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Faculty of Economic Sciences	Departmental Coordinator dr Anna Iwacewicz-Orlowska Tel.: +48 856785807 e-mail: anna.orlowska@wsfiz.edu.pl	http://www.wsfiz.edu.pl/Downloads/course_catalogue.pdf
	Contact details for Student Mobility Head of Department of Research, International Relations and Publishing Mrs. Joanna Boboryko-Hocazade Tel.: +48856750672 e-mail: foreign@wsfiz.edu.pl postal address: Ciepła 40, 15-472 Białystok, Poland	http://www.wsfiz.edu.pl/IntStud/SEAdmission.aspx

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 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 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 BIALYST03	3452	Tourism, Catering, Hotel Management	1 st 2 nd	4x4,5=18 4 student 4,5 months	-
PL BIALYST03	TR ERZURUM01	3452	Tourism, Catering, Hotel Management	1 st 2 nd	4x5=20 4 student 5 months	-

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 BIALYST03	3452	Tourism, Catering, Hotel Management	3x5=15 3 staff 5 days	3x7=21 3 staff 7 days
PL BIALYST03	TR ERZURUM01	3452	Tourism, Catering, Hotel Management	3x5=15 3 staff 5 days	3x7=21 3 staff 7 days

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>

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ERZURUM01	-	English	-	A2-B1	A2-B1
PL BIALYST03	-	Polish	English	B1	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

University of Finance and Management in Bialystok:

The University of Finance and Management in Bialystok provides the infrastructure to welcome students and staff with disabilities.

Incoming teaching staff must be individually accepted by the Faculty. Incoming non-teaching staff must be individually accepted, based on the proposed working plan and the availability of the department, service or unit to host visitors.

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	30 JUNE	30 DECEMBER
PL BIALYST03	20 JUNE	20 DECEMBER

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

2. 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.
4. Termination of the agreement

Either party can terminate the agreement by informing the other party expressly in writing. In case of a unilateral termination of the agreement, 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. Students selected prior the date of notification must be admitted by

⁶ 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>

the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of conflict.

F. Information

1. Grading systems of the institutions

PL BIALYST03 University of Finance and Management in Bialystok:

ECTS Grade	Local grade	Definition
A	5 (bardzo dobry)	EXCELLENT - outstanding performance with only minor errors
B	4,5 (dobry plus)	VERY GOOD - above the average standard but with some errors
C	4,0 (dobry)	GOOD - generally sound work with a number of notable errors
D	3,5 (dostateczny plus)	SATISFACTORY - fair but with significant shortcomings
E	3,0 (dostateczny)	SUFFICIENT - performance meets the minimum criteria
F	2,0 (niedostateczny)	FAIL - considerable further work is required

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
TR ERZURUM01	erasmus@atauni.edu.tr oi.a@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey)
PL BIALYST03	Department of Research, International Relations and Publishing foreign@wsfiz.edu.pl	http://www.wsfiz.edu.pl/IntStud/SEAdmission.aspx

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 oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr
PL BIALYST03	Department of Research, International Relations and Publishing foreign@wsfiz.edu.pl	http://www.wsfiz.edu.pl/IntStud/SEInformation.aspx



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 oia@atauni.edu.tr +90-442-231-1058/3	http://eobs.atauni.edu.tr
PL BIALYST03	Department of Research, International Relations and Publishing Tel.: +48 856750672 foreign@wsfiz.edu.pl	http://www.wsfiz.edu.pl/IntStud/SEInformation.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name/ function	Date	Signature
TR ERZURUM01	Erasmus Institutional Coordinator Prof. Dr. Fahri YAVUZ	30.01.2014	 AT TÜRK UNIVERSITY OFFICE OF INTERNATIONAL AFFAIRS RECTORATE BUILDING 4th FLOOR 25240 ERZURUM -TURKEY
PL BIALYST03	Rector prof. dr hab. Józef Szablowski		

⁷ Scanned signatures are accepted