

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² İzmir Katip Çelebi University and [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)
İzmir Katip Çelebi University	TR İZMİR08	Prof Dr Tancan Uysal Tel: + 90 232 3293535 -1305 Email:erasmus@ikc.edu.tr Yasemin Tutar International Relations Office 35620 Çiğli /İzmir/TURKEY	http://ubs.ikc.edu.tr/AIS/OutcomeBasedLearning/W0401/W0401.aspx
Ateneum-University in Gdańsk	PL GDANSK11	Erasmus Coordinator: Agnieszka Wrotek, M.A. Tel. +48 58 722 08 28, Fax: +48 58 722 08 80, e-mail: ir@ateneum.edu.pl Dean of Faculty of Neophilology: Małgorzata Godlewska, PhD Tel: +48 58 722 08 10,	http://ateneum.edu.pl/students/ects-catalogue/

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.

		e-mail: m.godlewska@ateneum.edu.pl	
[...]			

B. Mobility numbers⁵ 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 [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 IZMIR08	PL GDANSK11	222	Languages and Linguistic	1	2-20 month	
PL GDANSK11	TR IZMIR08	222	English philology	1 st	2 students (10 months 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.]

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	Staff Mobility for Training *
				[total number of days of teaching periods or	

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>)

average duration *]					
TR IZMIR08	PL GDANSK11	222	Language and Linguistic	5 days	5 days
PL GDANSK11	TR IZMIN08 25	222	English philology	2 staff (min 8 hours)	2 staff (5 days each)

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR IZMIR08	222	English	Turkish	English B2 Turkish B1	B2
PL GDANSK11	222	PL	EN	B1 English Level	B2 English Level

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.]

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>



Students' application: All students interested in studying at ATENEUM-Szkoła Wyższa w Gdańsku are asked to submit an application form, which can be found on the website: <http://ateneum.edu.pl/students/erasmus-en-gb/>. The following documents must be enclosed and sent by airmail to ATENEUM, together with the printed and signed application form:

- Learning Agreement containing planned course units in our institution. The Learning Agreement may be modified after arrival and discussion with the academic coordinator,
- the Transcripts of Records obtained in previous years of study at home university,
- copy of passport or ID,
- copy of the certificate of completion of secondary school.

The deadline for the winter semester is 31 of August.

For staff mobility, the "Teaching assignment programme" or "working programme" form duly filled in and signed by home university should be sent to ATENEUM.

The University since the beginning of its educational work takes great effort to make our University more accessible for all disabled students and we make sure that they get the same chances in their education. The greatest challenge was creating such educational environment as to provide possibility to receive an interesting education and raise their working qualifications which in term gives them better chance for independence in future life. More information on website: <http://ateneum.edu.pl/o-uczeln/biuro-ds-osob-niepelnosprawnych/#1>

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 IZMIR 08	30 December	30 June
PL GDANSK11	15 th of August	15 th of December

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

2. The receiving institution will send its decision within [x] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [xx] 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' guide⁷. 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 GDANSK11:

At Ateneum-Szkoła Wyższa w Gdańsku is used the following grading system.

Grades are given from 2 to 5.

2.0	Unsatisfactory (fail)	2	nst
3.0	Satisfactory	3	dst
3.5	Satisfactory	3+	dst plus
4.0	Good	4	db
4.5	Good plus	4+	db plus
5.0	Very good	5	bdb

More information:

<http://ateneum.edu.pl/students/ects-catalogue/>

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 IZMIR 08	Yasemin Tutar International Office erasmus@ikc.edu.tr	http://disiliskiler.ikc.edu.tr/en/sayfa/goster/application-procedure-for-erasmus-incoming-students/73

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

	+90 232 3293535 ext:1305	
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/

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 IZMIR 08	Yasemin Tutar International Office erasmus@ikc.edu.tr +90 232 3293535 ext:1305	http://disiliskiler.ikc.edu.tr/en/sayfa/goster/application-procedure-for-erasmus-incoming-students/73
PL GDANSK11	ir@ateneum.edu.pl +48587220828	http://ateneum.edu.pl/students/erasmus-en-gb/

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 IZMIR 08	Yasemin Tutar International Office erasmus@ikc.edu.tr +90 232 3293535 ext:1305	http://disiliskiler.ikc.edu.tr/en/sayfa/goster/application-procedure-for-erasmus-incoming-students/73
PL GDANSK11	ir@ateneum.edu.pl +48587220828	



SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
TR IZMIR08	Prof. Dr. Tancan UYSAL Vice Rector		
PL GDANSK11	Prof. Waldemar Tłokiński Rector of Ateneum- University in Gdańsk		REKTOR  <i>Prof. zw. dr hab. Waldemar Tłokiński</i>

⁸ Scanned signatures are accepted