



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-20/21 between programme countries

#### [Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Hacettepe Üniversitesi</b> <b>Hacettepe University</b>	TR ANKARA03	Erasmus Departmental Coordinator: Prof. Dr. Ümran Uygun <a href="mailto:umran@hacettepe.edu.tr">umran@hacettepe.edu.tr</a>  Outgoing SMS students coordinator: Barış Çavuşoğlu <a href="mailto:baris.cavusoglu@hacettepe.edu.tr">baris.cavusoglu@hacettepe.edu.tr</a> Outgoing SMP students coordinator: Ceren Yılmaz <a href="mailto:cylanci@hacettepe.edu.tr">cylanci@hacettepe.edu.tr</a> Incoming students coordinator: Tuba Yıldırım <a href="mailto:tubayil@hacettepe.edu.tr">tubayil@hacettepe.edu.tr</a> Bilateral agreements: Melisa Akyön Dündar <a href="mailto:makyondundar@gmail.com">makyondundar@gmail.com</a>	<a href="http://akts.hacettepe.edu.tr/?dil_kod=2">http://akts.hacettepe.edu.tr/?dil_kod=2</a>
<b>Uniwersytet Przyrodniczy we Wrocławiu</b>	PL WROCLAW04	Mrs. Jadwiga Bolechowska <b>Erasmus Institutional Coordinator</b> , International Relations Office, Incoming	<a href="http://www.up.wroc.pl/s">http://www.up.wroc.pl/s</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>Wroclaw University of Environmental and Life Sciences</b>  ul. C.K. Norwida 25 50-375 Wrocław, Poland		Students Tel. +48 71 320 5478 Fax: +48 71 320 5115 <a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>  Krzysztof Kafarski <b>International Relations Office</b> Outgoing Students Tel. +48 71 320 5287 Fax: +48 71 320 5115 <a href="mailto:krzysztof.kafarski@up.wroc.pl">krzysztof.kafarski@up.wroc.pl</a>	<a href="#">udies and students/</a>  <a href="https://www.student.up.wroc.pl/lista/">https://www.student.up.wroc.pl/lista/</a>
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## B. Mobility numbers<sup>4</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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 ANKARA03	PL WROCLAW04	541	Food processing	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 x 6 =24	Only by individual agreement
PL WROCLAW04	TR ANKARA03	541	Food processing	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 x 6 =24	Only by individual agreement

[\*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 *

<sup>4</sup> 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>

TR ANKARA03	PL WROCLAW04	541	Food processing	1 x 1 week	
		99	International relations Office		1 x 1 week
PL WROCLAW04	TR ANKARA03	541	Food processing	1 x 1 week	
		99	International relations Office		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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ANKARA03		English		B1	B2
PL WROCLAW04		English	Polish	B2	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

*[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.]*

<sup>5</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

## 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 ANKARA03	Nomination dead line: 15 May Application dead line: 01 June Academic Calendar: End of september	Nomination dead line: 15 October Application dead line: 01 November Academic Calendar: Second week of february
PL WROCLAW04	Nomination: 01 June Application: 01 July	Nomination: 01 November Application: 15 December

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

2. The receiving institution will send its decision within 5 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

**PL WROCLAW04:** [http://www.up.wroc.pl/studies\\_and\\_students/9312/local\\_grades.html](http://www.up.wroc.pl/studies_and_students/9312/local_grades.html)

**TR ANKARA03:**

H.U. Grades for outgoing students	ECTS grade	% of successful students normally achieving the grade	Definition
A1	A	10	Excellent: outstanding performance with only minor errors
A3	B	25	Very Good: above the average standard but with some errors
B2	C	30	Good: generally sound work with a number of notable errors
C1	D	25	Satisfactory: fair but with significant shortcomings

C3	E	10	Sufficient: performance meets the minimum criteria
F3	FX		Fail: some more work required before the credit can be awarded
F3	F		Fail: considerable further work is required
<b>H.U. Grades for incoming students</b>	<b>ECTS grade</b>	<b>% of successful students normally achieving the grade</b>	<b>Definition</b>
A1 - A2	A	10	Excellent: outstanding performance with only minor errors
A3 - B1	B	25	Very Good: above the average standard but with some errors
B2 - B3	C	30	Good: generally sound work with a number of notable errors
C1 - C2	D	25	Satisfactory: fair but with significant shortcomings
C3 - D	E	10	Sufficient: performance meets the minimum criteria
F3	FX		Fail: some more work required before the credit can be awarded
F3	F		Fail: considerable further work is required

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR ANKARA03	Tuba Yıldırım <a href="mailto:tubayil@hacettepe.edu.tr">tubayil@hacettepe.edu.tr</a>	<a href="http://www.abofisi.hacettepe.edu.tr/eng/">http://www.abofisi.hacettepe.edu.tr/eng/</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies_and_students/</a>

## **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR ANKARA03	Tuba Yıldırım	<a href="http://www.abofisi.hacettepe.edu.tr/eng">http://www.abofisi.hacettepe.edu.tr/eng</a>

	<a href="mailto:tubayil@hacettepe.edu.tr">tubayil@hacettepe.edu.tr</a>	/
PL WROCLAW04	_____	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies and students/</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ANKARA03	Tuba Yıldırım <a href="mailto:tubayil@hacettepe.edu.tr">tubayil@hacettepe.edu.tr</a>	<a href="http://www.abofisi.hacettepe.edu.tr/eng/">http://www.abofisi.hacettepe.edu.tr/eng/</a>
PL WROCLAW04	<a href="mailto:jadwiga.bolechowska@up.wroc.pl">jadwiga.bolechowska@up.wroc.pl</a>	<a href="http://www.up.wroc.pl/studies_and_students/">http://www.up.wroc.pl/studies and students/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>	Stamp
TR ANKARA03	<b>Prof. Dr. Sibel Aksu Yildirim</b>	02/01/2014		
PL WROCLAW04	<b>Prof. Dr. hab. Alina Wieliczko</b> <b>Vice-Rector</b> Vice-Rector for International Relations and Regional Cooperation	16.12.2013	Vice-Rector for International Relations and Regional Cooperation  Prof. Alina Wieliczko, D.V.M., Ph.D.	UNIWERSYTET PRZYRODNICZY we Wrocławiu 50-375 Wrocław, ul. Norwida 25/27

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<sup>6</sup> Scanned signatures are accepted