



Wyższa Szkoła Bankowa
we Wrocławiu



Erasmus+ Programme

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

Inter-institutional¹ agreement 2018-2020/21

between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
ERZURUM TECHNICAL UNIVERSITY	TR ERZURUM02	Institutional Erasmus coordinator: Prof.Dr. Murat Demir AYDIN E-mail: erasmus@erzurum.edu.tr Adress: Ömer Nasuhi Bilmen Mah. Havaalanı Yolu Cad. No:53 Yakutiye/ERZURUM, 25000 TURKEY Phone:+90 444 5 388	https://www.erzurum.edu.tr/fakulte/dis-illiskiler-ofisi-ico1

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

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

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

WSB University in Wrocław	PLWROCLAW15	<p>Centre for International Cooperation, Fabryczna 29-31, 53-609 Wrocław, POLAND E-mail: international@wsb.wroclaw.pl Tel: +48 71 356 1616 Institutional Coordinator: Joanna Nogiec</p> <p>Departamental Coordinator: Jarosław Tomaszewski jaroslaw.tomaszewski@wsb.wroclaw.pl Outgoing students: Ms Klaudia Klimczak Klaudia.klimczak@wsb.wroclaw.pl</p> <p>Incoming students: Ms Agnieszka Lesiak agnieszka.lesiak@wsb.wroclaw.pl</p>	<p>Web page: http://www.wsb.pl/english Course catalogue: http://www.wsb.pl/english/international-relations/wsb-wroclaw/ilp-erasmus/incoming-students</p>
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B. Mobility numbers⁴ 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.

Student Mobility for Studies

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 *	Number of student mobility periods [total number of months of the study periods or average duration *]
TR ERZURUM02	PLWROCLAW15	0413	Business Studies	1 st	1 (x5) = 5 months each student 1 (x5) = 5 months each student In total: 10 months
PLWROCLAW15	TR ERZURUM02	0413	Business Studies	1 st	1 (x5) = 5 months each student 1 (x5) = 5 months each student In total: 10 months

⁴ 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>)

Staff Mobility

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	area code * [ISCED]	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 ERZURUM02	PLWROCLAW15	0413	Business Studies	1 staff – 5 days	1 staff – 5 days
PLWROCLAW15	TR ERZURUM02	0413	Business Studies	1 staff – 5 days	1 staff – 5 days

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 ⁵ Staff Mobility for Teaching [Minimum recommended level: B2]
TR ERZURUM02		English	Turkish	B2
PL WROCLAW15		English	Polish	B2

Language requirements obligatory, selection of students is left to the partner. For more details on the language of instruction recommendations, see the course catalogue of each institution.

⁵ 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>

D. Additional requirements

WSB University in Wroclaw

Both students and academic staff after being nominated, they are obliged to familiarise with the application procedure which is available on the web site:

<http://www.wsb.pl/english/International-relations/wsb-wroclaw/llp-erasmus>

On the website you will find the detailed information related to necessary documents, deadlines, academic calendar, courses available in English, buddy system, adaptation days, etc.

Wroclaw School of Banking with its facilities, infrastructure and service are adapted to welcome students and staff with disabilities.

Erzurum Technical University

Both students and academic staff after being nominated, they are obliged to familiarise with the application procedure which is available on the web site:

<https://www.erzurum.edu.tr/menu/incoming-staff1>

http://servis.erzurum.edu.tr/bologna/anasayfa/detay_en/7

On the website you will find the detailed information related to procedures.

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 ERZURUM02	Nomination and application deadline: June 15th (dates are flexible)	Nomination and application deadline: November 15th (dates are flexible)
PL WROCLAW15	Nomination and application deadline: June 30 th	Nomination and application deadline: November 30 th

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.
4. Termination of the agreement:

In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. This means that 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.

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1. Partner institution should send the nominations by e-mail to:

international@wsb.wroclaw.pl

Once nominated by their Home Institutions students can contact the Erasmus Office in order to send the Application form and all the documents required.

2. The receiving institution will send its decision within 6 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
The inter – institutional agreement may be mutual agreement. The inter – institutional agreement may be terminated by either party. In the event of unilateral termination, a notice of at least one academic year should be given. In the event of such notice being given, all existing commitments can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

The grading system of Erzurum Technical University corresponds to the European Union's transfer system of credits: 60 ECTS per year/30 ECTS per semester. The students are expected to study full time and to pass an exam in each subject. Beside ECTS-credits for each course they pass successfully they receive a mark according to the following grading scheme:

Achievement Grade	Coefficient	Definition
AA	4.00	Excellent
BA	3.50	Very good
BB	3.00	Good
CB	2.50	Satisfactory
CC	2.0	Sufficient
DC	1.50	Failed
DD	1.00	Failed
FF	0.00	Failed

WSB University of Wroclaw grading system corresponds to the European Union's transfer system of credits: 60 ECTS per year/30 ECTS per semester.

The students are expected to study full time and to pass an exam in each subject. Beside ECTS-credits for each course they pass successfully they receive a mark according to the following grading scheme:

Polish grade	ECTS grade	Definition
5,0	A	Excellent
4,5	B	Very good
4,0	C	Good
3,5	D	Satisfactory
3,0	E	Sufficient
2,0	FX	Fail
Zal	PASS	Participated and passed

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 ERZURUM02	erasmus@erzurum.edu.tr Phone: +90 444 5 388	https://www.erzurum.edu.tr/fakulte/dis-lliskiler-ofisi-ico1
PL WROCLAW15	international@wsb.wroclaw.pl +48 71 356 1616	http://www.wsb.pl/english/international-relations/wsb-wroclaw/llp-erasmus/incoming-students

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 ERZURUM02	erasmus@erzurum.edu.tr Phone: +90 444 5 388	http://servis.erzurum.edu.tr/bologna/anasayfa/icerik_en/25/5
PL WROCLAW15	international@wsb.wroclaw.pl +48 71 356 1616	http://www.wsb.pl/english/international-relations/wsb-wroclaw/llp-erasmus/incoming-students


4. Housing


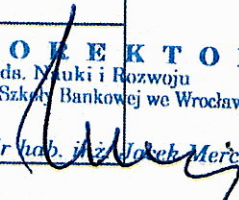
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ERZURUM02	erasmus@erzurum.edu.tr Phone: +90 444 5 388	http://servis.erzurum.edu.tr/bologna/anasayfa/Icerik_en/23/5
PL WROCLAW15	international@wsb.wroclaw.pl	http://www.wsb.pl/english/international-relations/wsb-wroclaw/llp-erasmus/incoming-students

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)



Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR ERZURUM02	Prof.Dr. Murat Demir AYDIN Institutional Erasmus Coordinator	11.01.2019	
PL WROCLAW15	Prof. zw. dr hab. inż. Jacek Mercik Prorector	14.12.2018	PROREKTOR ds. Nauki i Rozwoju Wyższej Szkoły Bankowej we Wrocławiu  prof. dr hab. inż. Jacek Mercik

Wyższa Szkoła Bankowa
we Wrocławiu
ul. Fabryczna 29-31, 53-609 Wrocław
NIP 894-24-50-411

⁶ Scanned signatures are accepted