



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020  
between programme countries

[Minimum requirements]<sup>1</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>2</sup> (email, phone)	Website (eg. of the course catalogue)
Ateneum University in Gdansk	PL GDANSK11	Erasmus Coordinator: Agnieszka Wrotek, M.A. Tel. +48 58 722-08-28, Fax: +48 58 722-08-80, e-mail: <a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> <b>Dean of Faculty of Neophilology:</b> Małgorzata Godlewska, PhD Tel: +48 58 722-08-10, e-mail: <a href="mailto:m.godlewska@ateneum.edu.pl">m.godlewska@ateneum.edu.pl</a> <b>Dean of the Educational Department:</b> prof. Zdzisław Aleksander Tel: +48 58 722-08-10, e-mail: <a href="mailto:z.aleksander@ateneum.edu.pl">z.aleksander@ateneum.edu.pl</a> <b>Dean of the Department of European Studies Politology and Journalism:</b> prof. dr hab. Hanna Dubrzyńska +48 58 722-08-10, e-mail: <a href="mailto:dzieknanat@ateneum.edu.pl">dzieknanat@ateneum.edu.pl</a>	<a href="http://ateneum.edu.pl/students/ects-catalogue/">http://ateneum.edu.pl/students/ects-catalogue/</a>
Istanbul Aydin University	TR ISTANBU25	<b>Pınar ELBASAN,</b> ERASMUS+Institutional Coordinator, Head of Erasmus+ Office Istanbul Aydin University, Erasmus Office, Besyol Mah. Inonu Cad. No.40 Sefakoy Kucukcekmece Istanbul Turkey Email: <a href="mailto:pinarelbasan@aydin.edu.tr">pinarelbasan@aydin.edu.tr</a> Tel:0090 212 4441428-12820	General University Page: <a href="http://www.aydin.edu.tr">www.aydin.edu.tr</a>  For exchange Students: <a href="http://www.erasmus.aydin.edu.tr">www.erasmus.aydin.edu.tr</a>  Email:

<sup>1</sup>Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup>Contact details to reach the senior officer in charge of this agreement and of its possible updates.



		<b>Mariana Astefanoaie,</b> Vice Coordinator, <a href="mailto:mariana@aydin.edu.tr">mariana@aydin.edu.tr</a> 00902124441428-14908	<a href="mailto:erasmus@aydin.edu.tr">erasmus@aydin.edu.tr</a>  Course catalogue: <a href="http://ebs.aydin.edu.tr">http://ebs.aydin.edu.tr</a>
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**B. Mobility numbers<sup>3</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 *
PL GDANSK11	TR ISTANBU 25	0110	Pedagogy	1 <sup>st</sup>	2 students x 5 months	-
		0320	Journalism	1 <sup>st</sup>	2 students x 5 months	-
		023	Languages (English Philology)	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5 months	-
TR ISTANBU 25	PL GDANSK11	0110	English Language Teacher Education	1 <sup>st</sup>	2 students x 5 months	-
		0320	Journalism	1 <sup>st</sup>	2 students x 5 months	-
		023	Languages (English Philology)	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5 months	-

[\*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

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per educationfield (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)





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 GDANSK11	TR ISTANBU 25	0110	Pedagogy	1 x / 8 h	1 x 2-5 days
		0320	Journalism	1 x / 8 h	1 x 2-5 days
		023	Languages (English Philology)	1 x / 8 h	1 x 2-5 days
TR ISTANBU25	PL GDANSK11	0110	English Language Teacher Education	1 x / 8 h	1 x 2-5 days
		0320	Journalism	1 x / 8 h	1 x 2-5 days
		023	Languages (English Philology)	1 x / 8 h	1 x 2-5 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL GDANSK11		Polish	English	B1 Polish generally recommended unless some other specific	B2 Polish, English

<sup>4</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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



				level required for a special program (for example English Philology)	
TR ISTANBU25		English	Turkish	minimum English Level B1	Turkish/English: B2 recommended.

For more details on the language of instruction recommendations, see the course catalogue of each institution

#### 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.]*

#### At PL GDANSK11

**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-uczelnii/biuro-ds-osob-niepelnosprawnych/#1>

#### TR ISTANBU25:

- The Orientation Day is organized for Erasmus+ students each semester and during this time students get information about the university in general, administrative issues, student activities, the Turkish language course and other services.
- Turkish culture and language classes are offered during the terms. Exchange students are welcome and participation is recommended.
- A tutor program is offered for all Erasmus+ students for having a better start with all practical issues like opening a bank account, registrations procedures etc.
- Language courses: Erasmus+ students with knowledge of B1 English or less are asked to participate in the intensive courses during their studies Istanbul Aydın University. The courses are free of charge and are offered each semester.





- International staff could be assisted by the Erasmus+ Office: [erasmus.aydin.edu.tr](http://erasmus.aydin.edu.tr)
- **TR ISTANBU25** welcomes students with disabilities. The necessary individual arrangements need to be discussed well in advance (6 months prior to arrival). <http://ebs.aydin.edu.tr/index.iau?Page=OIhtiyacHizmetleri&ln=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 GDANSK11	15 <sup>th</sup> August	15 <sup>th</sup> December
TR ISTANBU25	15 <sup>th</sup> August, later nominations may be accepted	15 <sup>th</sup> December, later nominations may be accepted

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

### **TR ISTANBU25:**

- Academic calendar:
    - Autumn semester: from September till mid January
    - spring semester: from February till June
  - Partner institutions should send nominations to [erasmus@aydin.edu.tr](mailto:erasmus@aydin.edu.tr) specifying the name, field of study, academic year and semester, number of months and e-mail address of the nominated student(s).
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. *[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' guide<sup>5</sup>. 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.]*

<sup>5</sup>[http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



**Istanbul Aydin University:** <http://ebs.aydin.edu.tr/index.iau?Page=ectsVeisyuku&ln=tr>

As of 2013 we are proud to have received the Diploma Supplement Label and the ECTS label, which places us among the other European HEI using the ECTS grading system.

At IAU, the conversion scales for Incoming students are:

100 Grading System		IAU Grading System	ECTS Grading System
100	90	AA	A "excellent"
89	85	BA	B "very good"
84	80	BB	B "very good"
79	75	CB	C "good"
74	70	CC	C "good"
69	60	DC	D "satisfactory"
59	50	DD	E "sufficient"
49	40	FD	F-FX "failed"
39	0	FF	F-FX "failed"

#### At 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
PL GDANSK11	ir@ateneum.edu.pl +48587220828	<a href="http://ateneum.edu.pl/students/erasmus-en-gb">http://ateneum.edu.pl/students/erasmus-en-gb</a>
TR ISTANBU25	<b>Ms. Evgenia Lampropoulou</b> , Erasmus+ Incoming Students Assist. Specialist, <a href="mailto:evgenia@aydin.edu.tr">evgenia@aydin.edu.tr</a> 00902124441428-14910	All international students entering Turkey must apply in advance for a student visa at the nearest to them Turkish Consulate/Embassy.  Further info:





		<a href="http://www.aydin.edu.tr/index.asp?id=15&amp;mnu=7&amp;birim=international_students&amp;v=5">http://www.aydin.edu.tr/index.asp?id=15&amp;mnu=7 &amp;birim=international_students&amp;v=5</a>
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### 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 GDANSK11	<a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> +48587220828	<a href="http://ateneum.edu.pl/students/erasmus-en-gb/">http://ateneum.edu.pl/students/erasmus-en-gb/</a>
TR ISTANBU25	<b>Erasmus+ Office,</b> <a href="mailto:erasmus@aydin.edu.tr">erasmus@aydin.edu.tr</a> 00902124441428-14908	All Erasmus+ students are advised to acquire a full coverage medical insurance valid in Turkey before entering Turkey, according to the new Health Insurance regulations or obtain the compulsory Health Insurance Policy in Turkey during the Orientation Programme at Istanbul Aydin University.  Further info: <a href="http://erasmus.aydin.edu.tr/index.asp?id=61">http://erasmus.aydin.edu.tr/index.asp?id=61</a>

### 4. Housing

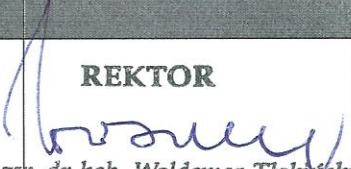
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus+ Charter for Higher Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL GDANSK11	<a href="mailto:ir@ateneum.edu.pl">ir@ateneum.edu.pl</a> +48587220828	<a href="http://ateneum.edu.pl/students/erasmus-en-gb/">http://ateneum.edu.pl/students/erasmus-en-gb/</a>
TR ISTANBU25	<b>Erasmus+ Office,</b> <a href="mailto:erasmus@aydin.edu.tr">erasmus@aydin.edu.tr</a> 00902124441428-14908	Erasmus+ Office in collaboration with the Erasmus+ Student Club provides assistance on accommodation issues to the Erasmus+ Incoming students, upon request.  Further info: <a href="http://erasmus.aydin.edu.tr/index.asp?id=62">http://erasmus.aydin.edu.tr/index.asp?id=62</a>



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
PL GDANSK11	prof. zw. dr hab. Waldemar Tłokiński - Rector		<b>REKTOR</b>  Prof. zw. dr hab. Waldemar Tłokiński
TR ISTANBU25	<b>Pinar ELBASAN,</b> ERASMUS+ Coordinator Institutional		

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