Erasmus+ Programme

– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-21

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[1] (email, phone)	Website (eg. of the course catalogue)
MARMARA ÜNİVERSİTESİ	**TR İSTANBU05**	**Academic Contact**: Departmental Coordinator of Bioengineering Name: Assist. Prof. Dr. Pemra Özbek Postal Address: Faculty of Engineering Departments of Bioengineering Engineering Göztepe Campus Kadıköy/İstanbul Phone: 0216 348 02 92 Fax: 0216 348 02 93 Email: pemra.ozbek@marmara.edu.tr **Institutional Coordinator:** Dr. Arzu Baloğlu Marmara University Goztepe Campus Faculty of Engineering Building B 7th Floor, Kuyubasi 34722 Istan-bul-TURKEY Phone:902163452167 Fax:902165419024 Email: Erasmus@marmara.edu.tr	http://international.marmara.edu.tr/

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

Uniwersytet Wrocławski	PL WROCLAW01	Institutional Coordinator: **Barbara Skałacka-Harrold** International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland Tel: +48 71 3752 705 Fax: +48 71 3752 211 Email:barbara.skalacka@uni.wroc.pl Faculty Coordinator: **Dr. Dorota Dziadkowiec** Faculty of Biotechnology University of Wroclaw ul. F.Joliot-Curie 14a, 50-383 Wrocław,Poland Tel: +48 71 3756 238 Email:dorota.dziadkowiec@uni.wroc.pl	International Office: www.international.uni.wroc.pl courses in English: https://international.uni.wroc.pl/en/study-english/programs-english

B. Mobility numbers[2] 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, 1st, 2nd or 3rd]*	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 ISTANBU05	PL WROCLAW01	421	Bioengineering Biology and biochemistry	1st 2nd	2 students / 5 months each	
PL WROCLAW01	TR ISTANBU05	421	Biology and biochemistry	2nd	2 students / 5 months each	

[2]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)*

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 ISTANBU05	PL WROCLAW 01			1 person / 1 week	
PL WROCLAW01	TR ISTANBU05			1 person / 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 instruc-tion 2	Recommended language of instruction level[3]	
				Student Mobility for Studies *[Minimum recommended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*
TR ISTANBU05		English		Minimum B1 is recommended	B2 is recommended
PL WROCLAW01	421	Polish	English	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

The resources for students and staff with disabilities are given at the following link:
http://www.marmara.edu.tr/en/campus-life/life-on-campus/disability-resources/

[3]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 International/Erasmus Office offers a special Turkish Language Course (5 ECTS) free of charge for incoming students each semester in two different levels. In this way, the international students easily and quickly adapt to the daily life in Turkey, as well as into the academic world of our university.

Orientation Days are organized for exchange students for having a better start to their studies in our university. Participation is recommended.

PL WROCLAW01:

STUDENTS

- Nominations
  Student nominations should be sent (e-mail) by the Partner University to Ms. Barbara Pietrzkiewicz barbara.pietrzkiewicz@uni.wroc.pl, responsible for incoming students, before 1st June (winter semester) and 15th October (summer semester)

- Application procedure
  All the nominated students should create an on-line account and follow the instructions to prepare the required documents (application form, learning agreement, copy of the passport, English language confirmation, ID photograph) which should be sent to the International Office of UWr before 15 th June (winter semester) and 31st October (summer semester)

Detailed information about the procedure:
https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/application-forms-and-deadlines

DISABLED

The University of Wrocław can offer some assistance to students/staff with disabilities, although the structure and the position of the university buildings may occur difficulties for students with serious mobility problems. Limited number of rooms suitable for disabled can be offered in one of the student houses. Disabled students interested to study at the University of Wrocław should contact the International Office before starting the application procedure to make sure if all the necessary assistance can be provided.

STAFF

- Academic teachers interested in a teaching visit at the University of Wroclaw should contact the Erasmus Coordinator at the Faculty which holds the appropriate Erasmus bilateral agreement.

- Non-academic staff members who are interested in spending one week training at the University of Wroclaw under the Erasmus programme should at first contact the International Office of Wroclaw University, who will then forward the query to the appropriate department of the University.

Detailed information for incoming staff:
https://international.uni.wroc.pl/en/visiting-staff

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 ISTANBU05	15th May, later nominations can be accepted	25th October, later nominations can be accepted
PL WROCLAW01 Nominations from Partner University: Applications:	 1st June 15th June	 15th October 31st October

2. After having received the application form the Letter of Acceptance will be send within 6 weeks.
3. A Transcript of Records will be issued by TR ISTANBU 05 no later than the end of March for the 1st semester students, and no later than the end of September for the 2nd semester and full year students, after the assessment period has finished.
4. Termination of the agreement

   The partner institutions will 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 confict."]

F. Information

PL WROCLAW01 see annex

1. Grading systems of the institutions

TR ISTANBU05:

Marmara University grading scale and the equivalent ECTS grades are given below:

ECTS Grade	Marmara University Grades Marks / Letter / Coefficient	Definition
A	90-100 /AA / 4.00	EXCELLENT - outstanding performance with only minor errors
B	85-89 /BA / 3.50 80-84 /BB / 3.00	VERY GOOD - above the average standard but with some errors
C	75-79 /CB / 2.50 65-74 /CC / 2.00	GOOD - generally sound work with a number of notable errors
D	55-64 /DC / 1.50	SATISFACTORY - fair but with significant shortcomings

E	50-54 /DD / 1.00	SUFFICIENT - performance meets the minimum criteria
FX	45-49 /FD / 0.50	FAIL - some more work required before the credit can be awarded
F	0 - 44 /FF / 0.00	FAIL - considerable further work is required

ECTS credits:

1 full academic year=60 credits 1 semester=30 credits

ECTS Course Catalogue:

http://llp.marmara.edu.tr/organizasyon.aspx?kultur=en-US&Mod=1

PL WROCLAW01 https://international.uni.wroc.pl/en/courses/grading-scale

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 ISTANBU05	International Office Erasmus Incoming Department erasmus.incoming@marmara.edu.tr Phone:+90 216 345 2167	http://international.marmara.edu.tr/
PL WROCLAW01		https://international.uni.wroc.pl/en/study-english/practical-information/visa

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 ISTANBU05	International Office Erasmus Incoming	http://international.marmara.edu.tr/

	Department Email:erasmus.incoming@marmara.edu.tr Phone:+90 216 345 2167	
PL WROCLAW01		https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance

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 ISTANBU05	International Office Erasmus Incoming Department Email:erasmus.incoming@marmara.edu.tr Phone:+90 216 345 2167	http://international.marmara.edu.tr/
PL WROCLAW01		https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[4]
TR ISTANBU05	**Institutional Coordinator:** Dr. Arzu Baloğlu	07.11.2014	
PL WROCLAW01	Dorota Dziadkowiec Faculty Coordinator	23/10/2014	D. Dziadkowiec

[4]Scanned signatures are accepted