Erasmus+ Programme

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

Inter-institutional\(^1\) agreement 2014/2015-2020/2021\(^2\)
between programme countries

[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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^4) (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
</table>
| Istanbul Üniversitesi                                   | TR ISTANBU03 | Erasmus Institutional Coordinator
Assoc.Prof.Dr. Sevinç Hatipoğlu
intacrel@istanbul.edu.tr
Tel: +90 212 440 00 00/10242 | http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php
Lecture Catalogue:
https://egitimdevapil
anma.istanbul.edu.tr/?dil=en |

\(^1\) 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.
<table>
<thead>
<tr>
<th>University</th>
<th>Country Code</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Istanbul Üniversitesi           | TR ISTANBU03 | Faculty/Departmental Coordinator  
contact person of faculty  
Prof. Dr. Sinan CELAYIR  
Faculty Coordinator  
Istanbul University,  
Cerrahpasa Medical  
Faculty, Department of  
Pediatric Surgery  
Cerrahpasa, 34098  
Istanbul – Turkey  
E-mail: scelayir@istanbul.edu.tr  
Tel: +90 212 414 30 00 /  
22336  
Fax - Office : +90 212  
632 00 50 |
| Medical University of Silesia    | PL KATOWIC03 | Prof. dr. hab. n. med Jerzy Jochem  
Medical University of Silesia  
ul. Poniatowskiego 15  
40-055 Katowice  
jjochem@poczta.onet.pl  
Tel: +48 (0)32 2083671  
http://mus.sum.edu.pl/  |
| Michal Henke                     |              | Career and Promotion Office,  
ul. Poniatowskiego 15  
40-055 Katowice  
mhenke@sum.edu.pl  
Tel: +48 (0)32 2083671  
Fax: +48 (0)32 2083577 |
B. Mobility numbers\(^5\) 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 (SMS)

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code [ISCED]</th>
<th>Subject area name</th>
<th>Study cycle [short cycle, 1(^{st}), 2(^{nd}) or 3(^{rd})]</th>
<th>Number of student mobility periods [total number of months of the study periods or average duration *]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU03</td>
<td>PL KATOWIC03</td>
<td>721</td>
<td>Medicine</td>
<td>1(^{st}), 2(^{nd})</td>
<td>4x10=40 months</td>
</tr>
<tr>
<td>PL KATOWIC03</td>
<td>TR ISTANBU03</td>
<td>721</td>
<td>Medicine</td>
<td>1(^{st}), 2(^{nd})</td>
<td>4x10=40 months</td>
</tr>
</tbody>
</table>

[*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.*]

### Staff Mobility (STT or STA)

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code [ISCED]</th>
<th>Subject area name</th>
<th>Number of staff mobility periods [total number of days of teaching periods or average duration *]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Training</td>
</tr>
</tbody>
</table>

\(^5\) 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](http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)
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:

<table>
<thead>
<tr>
<th>Receiving institution [Erasmus code]</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR ISTANBU03</td>
<td>Medicine</td>
<td>Turkish</td>
<td>English</td>
<td>Student Mobility for Studies [Minimum recommended level: B1]</td>
</tr>
<tr>
<td>PL KATOWIC03</td>
<td>Medicine</td>
<td>English</td>
<td>English</td>
<td>Staff Mobility for Teaching [Minimum recommended level: B2]</td>
</tr>
</tbody>
</table>

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.]

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- The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution.

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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](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)
• Erasmus Incoming Students have to choose courses from the department with which
the agreement is existing, they can choose two courses from any faculties as long as
the courses are not overlapping!

• For the implementation of STA/STT-mobilities, a letter of invitation – issued by a
Istanbul University contact person – is required.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution
by:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRISTANBU 03</td>
<td>June 15th</td>
<td>November 15th</td>
</tr>
<tr>
<td>PL KATOWIC03</td>
<td>June 15th</td>
<td>December 15th</td>
</tr>
</tbody>
</table>

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

TRISTANBU 03

Information on the Application System is available at


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. [It should
normally not exceed five weeks according to the Erasmus Charter for Higher
Education guidelines]

4. Termination of the agreement

The inter-institutional agreement may be amended by 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 to staff or students will be fulfilled. Neither
the European Commission nor the National Agencies can be held responsible in case of a
conflict.

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F. Information
1. Grading systems of the institutions

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ECTS Credits: Istanbul University uses the European Credit Transfer and Accumulation System (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: Istanbul University recommends the following grading equivalency table:

<table>
<thead>
<tr>
<th>Coresponding Grades in Numbers</th>
<th>Coresponding I.U. Grades</th>
<th>ECTS Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.00</td>
<td>AA</td>
<td>A</td>
</tr>
<tr>
<td>3.50</td>
<td>BA</td>
<td>B</td>
</tr>
<tr>
<td>3.00</td>
<td>BB</td>
<td>C</td>
</tr>
<tr>
<td>2.50</td>
<td>CB</td>
<td>D</td>
</tr>
<tr>
<td>2.00</td>
<td>CC</td>
<td>E</td>
</tr>
<tr>
<td>1.50</td>
<td>DC</td>
<td>F</td>
</tr>
<tr>
<td>1.00</td>
<td>DD</td>
<td>FX</td>
</tr>
<tr>
<td>0.00</td>
<td>FF</td>
<td>G</td>
</tr>
<tr>
<td>-</td>
<td>M</td>
<td>H</td>
</tr>
</tbody>
</table>

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Instruction in particular course is completed with an examination, grade credit or credit. For grade credits and examinations the following grading scale is used: 5 very good , 4.5 better than good, 4 good, 3.5 better than satisfactory, 3 satisfactory, 2 unsatisfactory. In order to highlight student's excellent knowledge the teacher may put the numerical grade “5” and the verbal grade “excellent” in both student's index book and student's periodical achievement card. next to the regular grading scale for examinations. In all types and fields of study, a common corresponding letter-based grading scale within the European Credit Transfer System (ECTS grade) A 5 very good, B 4.5 better than good, C 4 good, D 3.5 better than satisfactory, E 3 satisfactory, FX 2 unsatisfactory – student must make up some deficiencies to complete the course, F 2 unsatisfactory – no possibility for re-take. Obtaining this grade results in either repetition of the year or deletion from the register of students. Students enrolled in Erasmus program must obtain at least 60 ECTS points in a given academic year in order to complete a year of study, which is the combination of ECTS points obtained at both parent university and the university where the Erasmus program was completed.
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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRISTANBU 03</td>
<td><a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a> Tel: +90 212 440 00 00/10242</td>
<td>[<a href="http://www.istanbul.edu.tr/uaik/A">http://www.istanbul.edu.tr/uaik/A</a> Begitim/english/index.php](<a href="http://www.istanbul.edu.tr/uaik/A">http://www.istanbul.edu.tr/uaik/A</a> Begitim/english/index.php) and <a href="http://yabancilar.iem.gov.tr/">http://yabancilar.iem.gov.tr/</a></td>
</tr>
<tr>
<td>PL KATOWICO 03</td>
<td>Michał Henke Tel: +48 32 2083671 <a href="mailto:mhenke@sum.edu.pl">mhenke@sum.edu.pl</a></td>
<td>[<a href="http://kariera.sum.edu.pl/index.php?option=com_cont">http://kariera.sum.edu.pl/index.php?option=com_cont</a> ent&amp;view=article&amp;id=49&amp;Itemid=120](<a href="http://kariera.sum.edu.pl/index.php?option=com_cont">http://kariera.sum.edu.pl/index.php?option=com_cont</a> ent&amp;view=article&amp;id=49&amp;Itemid=120)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
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<tr>
<td>TRISTANBU 03</td>
<td><a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a> Tel: +90 212 440 00 00/10242</td>
<td>[<a href="http://www.istanbul.edu.tr/uaik/A">http://www.istanbul.edu.tr/uaik/A</a> Begitim/english/index.php](<a href="http://www.istanbul.edu.tr/uaik/A">http://www.istanbul.edu.tr/uaik/A</a> Begitim/english/index.php)</td>
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<td>Michał Henke Tel: +48 32 2083671 <a href="mailto:mhenke@sum.edu.pl">mhenke@sum.edu.pl</a></td>
<td>[<a href="http://kariera.sum.edu.pl/index.php?option=com_cont">http://kariera.sum.edu.pl/index.php?option=com_cont</a> ent&amp;view=article&amp;id=49&amp;Itemid=120](<a href="http://kariera.sum.edu.pl/index.php?option=com_cont">http://kariera.sum.edu.pl/index.php?option=com_cont</a> ent&amp;view=article&amp;id=49&amp;Itemid=120)</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for Information</th>
</tr>
</thead>
<tbody>
<tr>
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<td><a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a> Tel: +90 212 440.00 00/10242</td>
<td><a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a> and <a href="http://www.istanbul.edu.tr/avkampus/konukev/koarevevi.html">http://www.istanbul.edu.tr/avkampus/konukev/koarevevi.html</a></td>
</tr>
<tr>
<td>PL KATOWIC 03</td>
<td>Michal Henke Tel: +48 32 2083671 <a href="mailto:mhenke@sum.edu.pl">mhenke@sum.edu.pl</a></td>
<td><a href="http://kariera.sum.edu.pl/index.php?option=com_content&amp;view=article&amp;id=49&amp;Itemid=120">http://kariera.sum.edu.pl/index.php?option=com_content&amp;view=article&amp;id=49&amp;Itemid=120</a></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRISTANBU 03</td>
<td>Assoc.Prof.Dr. Sevinç Hatipoğlu Erasmus Institutional Coordinator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PL KATOWIC 03</td>
<td>Institutional Coordinator Prof. dr hab. n. med. Jerzy Jochem</td>
<td>18.12.2013</td>
<td></td>
</tr>
</tbody>
</table>

7 Scanned signatures are accepted