

EUROPEAN UNION



# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

### Learning Mobility for Higher Education Students and Staff

#### among EU Member States and third countries associated to the Programme

The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

#### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

#### Validity period of the agreement

Timeframe	Academic Year
Start of validity	2021/2022
End of validity	2022/2023

**A. Information about the higher education institutions**

Name of the Institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Websites (General / Faculties / Course catalogue)
Ankara Yıldırım Beyazıt University Etlik Milli İrade Binası, Ayvalı Mah. Gazze Cad. No: 7 B-Blok No:809-813 06010 Etlik, Keçiören, Ankara	TR ANKARA15	International Relations Coordinator & Erasmus+ Institutional Coordinator: Assist. Prof. Dr. Şemsettin TABUR E-Mail: <a href="mailto:stabur@ybu.edu.tr">stabur@ybu.edu.tr</a> Tel: +90 312 9061363  International Relations Office E-mail: <a href="mailto:erasmus@ybu.edu.tr">erasmus@ybu.edu.tr</a> <a href="mailto:international@ybu.edu.tr">international@ybu.edu.tr</a>  Departmental Coordinator: Dr. Esra ÇALIK VAR <a href="mailto:ecvar@ybu.edu.tr">ecvar@ybu.edu.tr</a>	<a href="https://aybu.edu.tr/international/">https://aybu.edu.tr/international/</a>
University of Białystok	PL BIALYST04	International Cooperation Office <a href="mailto:erasmus@uwb.edu.pl">erasmus@uwb.edu.pl</a> , <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: dr hab. Anna Piszcz, prof. UWB <a href="mailto:apiszcz@uwb.edu.pl">apiszcz@uwb.edu.pl</a>  Departmental Coordinator: for staff dr Agata Butarewicz-Głowacka <a href="mailto:a.butarewicz@uwb.edu.pl">a.butarewicz@uwb.edu.pl</a> for students mgr Anna Marta Dziejma <a href="mailto:noe.international@uwb.edu.pl">noe.international@uwb.edu.pl</a>	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a>  (English version)

**B. Mobility numbers 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	Field of education - Clarification	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 students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships [total number of students]	Student Mobility for Traineeships [total number of months]
TR ANKARA15	PL BIALYST04	923	Social Work		1 <sup>st</sup>	3	30	Only by individual agreement	Only by individual agreement
PL BIALYST04	TR ANKARA15	923	Social Work		1 <sup>st</sup>	3	30	Only by individual agreement	Only by individual agreement

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching <i>(total number of staff)</i>	Staff Mobility for Teaching <i>(total number of days)</i>	Staff Mobility for Training (optional)* <i>(total number of staff)</i>	Staff Mobility for Training (optional)* <i>(total number of days)</i>
TR ANKARA15	PL BIALYSTO4	923	Social Work	3	15	3	15
PL BIALYSTO4	TR ANKARA15	923	Social Work	3	15	3	15

**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]	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ANKARA15		Turkish	English	English B1	English B2
PL BIALYSTO4		Polish for all programs	English for courses offered to exchange students	English B1	English B2

## D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
TR ANKARA15	31st July	31st December
PL BIALYSTO4	May 31st	October 31st

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
TR ANKARA15	31st July	31st December
PL BIALYSTO4	June 15th	November 15th

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ANKARA15	<a href="https://aybu.edu.tr/international/tr/sayfa/4803/-Erasmus-Incoming-Students">https://aybu.edu.tr/international/tr/sayfa/4803/-Erasmus-Incoming-Students</a>	
PL BIALYSTO4	<a href="https://uwb.edu.pl/application-process">https://uwb.edu.pl/application-process</a>	

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 **March 15** for winter/fall semester students and **July 31** for spring semester. Students should get their Transcripts personally. If students' grades are not available before their departures, they should make the needed arrangements with the responsible office for the sending of their Transcripts.

*[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."]*

## E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for Information (if applicable)
TR ANKARA15	-		
PL BIALYST04	-	-	-

The receiving institution will send its decision within 4 weeks, and no later than 5 weeks.

### Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure/support services adjusted for people with:	Contact details (email, phone)	Website for information
TR ANKARA15			
PL BIALYST04	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments</li> </ul>	dr Patrycja Goryń – Representative of the Rector for persons with disabilities 85 745 78 89 (780 203 071) biuro.pełnomocnika@uwb.edu.pl	

## F. Information

### 1. 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 ANKARA15	Erasmus Office: erasmus@ybu.edu.tr	Erasmus Office: erasmus@ybu.edu.tr
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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 ANKARA15	Erasmus Office: erasmus@ybu.edu.tr	Erasmus Office: erasmus@ybu.edu.tr
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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 ANKARA15	Erasmus Office: erasmus@ybu.edu.tr	Erasmus Office: erasmus@ybu.edu.tr
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://uwb.edu.pl/international-cooperation-office">http://uwb.edu.pl/international-cooperation-office</a> (English version)

## 4. Additional information


Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
TR ANKARA15	Erasmus Office: erasmus@ybu.edu.tr <a href="https://aybu.edu.tr/International/">https://aybu.edu.tr/International/</a>		
PL BIALYST04	<a href="http://uwb.edu.pl/grading-system">http://uwb.edu.pl/grading-system</a>		

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.

### Termination of the agreement

In case of earlier 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 June of year N will only take effect as of 1 September of year N+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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

Institution [Erasmus code]	Name, function	Date	Signature
TR ANKARA15	Assist. Prof. Dr. Şemsettin TABUR International Relations Coordinator & Erasmus+ Institutional Coordinator:	18.03.22	
PL BIALYSTO4	Prof. dr hab. Izabela Święcicka Vice - Rector for research and international cooperation	21.03.22	