



# Erasmus+ Programme

## Key Action 1



### – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2015-2021 between programme countries [Minimum requirements]

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<br>(and department, where relevant)  | Erasmus<br>code | Contact details<br>(email, phone)   | Website<br>(e.g. of the course catalogue)   |
|--|-----------------|---|---|
| <b>Istanbul Kültür University</b>  | TR<br>ISTANBU19 | <b>Burcu Atalay-Emre, M.A.</b><br>Erasmus Institutional Coordinator<br><a href="mailto:b.atalay@iku.edu.tr">b.atalay@iku.edu.tr</a> ,<br><a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a><br>European and International<br>Center, Ataköy Campus, D-100<br>Yanyol, Bakırköy, 34156, Istanbul.<br><b>Agreements:</b> <a href="mailto:eic@iku.edu.tr">eic@iku.edu.tr</a><br><b>Outgoings:</b> <a href="mailto:eic-sts-out@iku.edu.tr">eic-sts-out@iku.edu.tr</a><br><b>Incomings:</b> <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a><br><b>Staff:</b> <a href="mailto:staffmobil-eic@iku.edu.tr">staffmobil-eic@iku.edu.tr</a>          | Istanbul Kültür University<br><a href="http://www.iku.edu.tr/ENG">http://www.iku.edu.tr/ENG</a><br><br>European and International<br>Center<br><a href="http://www.iku.edu.tr/eic">www.iku.edu.tr/eic</a><br><br>ECTS Information Package<br><a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>  |
| <b>Uniwersytet Mikołaja<br/>Kopernika w Toruniu</b><br>(Nicolaus Copernicus University in<br>Torun)<br><br><b>Faculty of Political Sciences<br/>and International Studies</b><br>ul. Batorego 39 L<br>87-100 Torun, Poland | PL<br>TORUN01   | International Programmes Office<br>Nicolaus Copernicus University<br>ul. Gagarina 11<br>87-100 Torun, Poland<br>tel/fax. +48 56 611 4929<br>tel. +48 56 611 4928, 611 2246<br><br><b>Ewa Derkowska-Rybicka</b><br>( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus<br>Institutional Coordinator (STA, STT)<br><br><b>Malgorzata Grudzinska</b><br>( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) –<br>incoming students, placements<br><br>Departmental coordinator:<br><b>Dariusz Gora-Szopinski, PhD</b><br>( <a href="mailto:chopin@umk.pl">chopin@umk.pl</a> )<br>tel. +48 56 611 2120<br>fax +48 56 611 2119 | Erasmus incoming information:<br><a href="http://umk.pl/en/erasmus/students/">http://umk.pl/en/erasmus/students/</a><br><br>Course catalogue:<br><a href="http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html">http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html</a><br><br><a href="http://umk.pl/en/erasmus/course/s/">http://umk.pl/en/erasmus/course/s/</a> |

## 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.

### Student Mobility (SMS)

| FROM<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>[ISCED] | Subject<br>area<br>name  | Study cycle<br>[short cycle,<br>1 <sup>st</sup> , 2 <sup>nd</sup> or<br>3 <sup>rd</sup> ] | Number of student mobility periods   |                                      |
|--|--|------------------------------------|--|---|--|--------------------------------------|
|  |  |                                    |  |   | Student Mobility for<br>Studies<br>[total number of months of the<br>study periods or average<br>duration] | Student Mobility<br>for Traineeships |
| TR ISTANBU19   | PL TORUN01   | 312<br>32                          | Political<br>Science and<br>Civics<br>Journalism<br>and<br>Information | 1 <sup>st</sup> , 2 <sup>nd</sup>   | 3 x 10 = 30  |                                      |
| PL TORUN01   | TR ISTANBU19   | 312<br>32                          | Political<br>Science and<br>Civics<br>Journalism<br>and<br>Information | 1 <sup>st</sup> , 2 <sup>nd</sup>   | 3 x 10 = 30  |                                      |

### Staff Mobility (STA and STT)

| FROM<br>[Erasmus<br>code of the<br>sending<br>institution] | TO<br>[Erasmus<br>code of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject<br>area<br>name<br>*   | Number of staff mobility periods   |                                  |
|--|--|---|--|--|----------------------------------|
|  |  |   |  | Staff Mobility for Teaching<br>[total number of days of teaching<br>periods or average duration *] | Staff Mobility for Training<br>* |
| TR ISTANBU19   | PL TORUN01   | 312<br>32                               | Political<br>Science and<br>Civics<br>Journalism<br>and<br>Information | 2 x 1 (week)   | TBD                              |
| PL TORUN01   | TR ISTANBU19   | 312<br>32                               | Political<br>Science and<br>Civics<br>Journalism<br>and<br>Information | 2 x 1 (week)   | TBD                              |

## 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<br>Institution<br>[Erasmus<br>code] | Optional:<br>Subject<br>area | Language<br>of instruc-<br>tion 1 | Language<br>of instruc-<br>tion 2 | Recommended language of instruction level <sup>1</sup>                 |  |
|---|------------------------------|-----------------------------------|-----------------------------------|--|--|
|   |                              |                                   |                                   | Student Mobility<br>for Studies<br>[Minimum re-commended<br>level: B1] | Staff Mobility for Teaching<br>[Minimum recommended level: B2] |

<sup>1</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://europa.europa.eu/en/resources/european-language-levels-cefr>

|              |              |         |         |              |     |
|--------------|--------------|---------|---------|--------------|-----|
| TR ISTANBU19 | PL TORUN01   | English | Turkish | B2 (English) | N/A |
| PL TORUN01   | TR ISTANBU19 | Polish  | English | B2 (English) | 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

**TR ISTANBU19** is able to receive students and staff with disabilities. This can be discussed before each nomination.

### PL TORUN01:

- Erasmus students who wish to follow courses at more than one faculty at NCU need to obtain the approval of a coordinator/dean of a respective/particular faculty. The list of Erasmus coordinators at NCU is available at: <http://umk.pl/en/erasmus/coordinators/list/>
- Erasmus students interested in writing a final BA-/MA-/PhD-thesis at NCU should ask a respective coordinator to get an approval to do so. Final theses need to be graded by the home institution/not by NCU.
- Nicolaus Copernicus University attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses. Our International Programmes Office, in cooperation with the Section for Students with Disabilities, tries to meet your special needs. More details and steps to follow available at: <http://umk.pl/en/erasmus/students/applying/disabled/>

Contact: International Programmes Office, +48 56 6114928, [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl)

- Additional information on medical care at NCU in Toruń is available at: [www.umk.pl/en/erasmus/life/guide/issues/#A2](http://www.umk.pl/en/erasmus/life/guide/issues/#A2)
- Health and safety issues are a very important matter at our university; therefore, during the Orientation Weeks we offer Erasmus students a special pack concerning Emergency Issues. We also provide students with a psychological help during their Erasmus stay in Toruń. Contact: an English speaking psychologist, [counselling@erasmus.umk.pl](mailto:counselling@erasmus.umk.pl)
- For the implementation of **STA/STT**-mobilities – Incoming staff is required to get confirmation of invitation by an NCU contact person from the respective faculty in reasonable advance in order to prepare a satisfactory programme of teaching/training.

## E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term<br>[month]                      | Spring term<br>[month]                          |
|---|---|---|
| TR ISTANBU19                            | Application Deadline: July 15 <sup>th</sup> | Application Deadline: November 15 <sup>th</sup> |
| PL TORUN01                              | June 1 <sup>st</sup>                        | November 1 <sup>st</sup>                        |

### PL TORUN01:

Partner Institutions should send their nominations by email (pls. give student's first and family name, e-mail, area of studies and semester of Erasmus scholarship). Students should apply according to the procedure given at: <http://umk.pl/en/erasmus/students/applying/application/>

2. The receiving institution will send its decision within: TR Istanbul19 – 2 weeks, PL Torun01 – 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, given that the transcript form and all relevant course work documents have been submitted by the student.
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.

## F. Information

### 1. Grading systems of the institutions

#### Istanbul Kültür University

<http://www.iku.edu.tr/EN/ectsikuinfo.html#>

**PL TORUN01:** The Nicolaus Copernicus University follows the ECTS scheme, which means that ECTS credits are allocated to course units, lectures, practical works, etc. at each faculty. In ECTS, 60 credits represent one year of study (in terms of workload); normally 30 credits are given for six months (a term/semester).

The Polish grading system in higher education is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst.

Moreover, students can also be marked with additional signs of + and -. Each of them equals half a point: + means 0.5 more. Some courses, however, are not evaluated on such a marking scheme and for these a student may simply obtain *zal.* or *zaliczenie* (EN. 'pass') which means that their workload was satisfactory and they have passed the course.

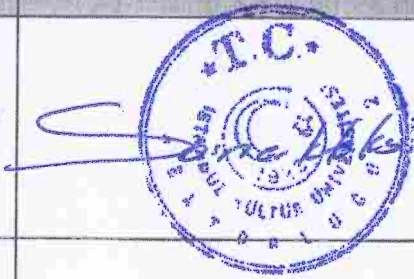
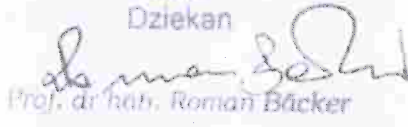
| Uniwersytet Mikołaja Kopernika w Toruniu |  | ECTS  |              |
|--|--|---|--------------|
| Grade                                    |  | Grade   | Predicate    |
| 5  |  | A   | Excellent    |
| 4,5                                      |  | B   | Very Good    |
| 4  |  | C   | Good         |
| 3,5                                      |  | D   | Satisfactory |
| 3  |  | E   | Sufficient   |
| 2  |  | F   | Fail         |
| Zal. / Pass                              |  | Participation; i.e. the student has successfully and regularly attended the course. |              |

|                           | Nicolaus Copernicus University  | Istanbul Kültür University   |
|---------------------------|---|--|
| WWW for Incoming Students | <a href="http://umk.pl/en/erasmus/students/">http://umk.pl/en/erasmus/students/</a>   | <a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a> |
| WWW Course Catalogue      | <a href="http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html">http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html</a> | <a href="http://www.iku.edu.tr/EN/ects.php">http://www.iku.edu.tr/EN/ects.php</a>  |
|                           | <a href="http://umk.pl/en/erasmus/courses/">http://umk.pl/en/erasmus/courses/</a>   |  |



|  |   |   |
|--|---|---|
| Housing <sup>2</sup>                   | <a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">www.umk.pl/en/erasmus/life/guide/accommodation/</a>  | <a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>                  |
| Contact details                        | <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a><br>Tel. +48 56 6114928   | <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>                                    |
| WWW Visa Information <sup>3</sup>      | <a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">www.umk.pl/en/erasmus/life/guide/issues/#A1</a><br>Polish Ministry of Foreign Affairs:<br><a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a> | <a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>                  |
| Contact details                        | <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a><br>Tel. +48 56 6114928   | <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>                                    |
| WWW Insurance Information <sup>4</sup> | <a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">www.umk.pl/en/erasmus/life/guide/issues/#A2</a>  | <a href="http://www.iku.edu.tr/eic-incomingsts">www.iku.edu.tr/eic-incomingsts</a>                  |
| Contact details                        | <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a><br>Tel. +48 56 6114928   | <a href="mailto:eic-sts-in@iku.edu.tr">eic-sts-in@iku.edu.tr</a>                                    |
| ECTS Users' Guide <sup>5</sup>         | as stated above   | <a href="http://www.iku.edu.tr/EN/ectsikuinfo.html#">http://www.iku.edu.tr/EN/ectsikuinfo.html#</a> |

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)<sup>6</sup>

| Institution<br>[Erasmus code] | Name, function  | Date       | Signature <sup>7</sup>  |
|-------------------------------|---|------------|---|
| TR ISTANBU19                  | Prof. Dr. Sermin ÖRNEKTEKİN<br>Vice Rector and Head of<br>International Relations                       | 16.04.2015 |   |
| PL TORUN01                    | Prof. dr hab. Roman BÄCKER<br>Dean of the Faculty of Political<br>Sciences and International<br>Studies | 14/04/2015 |  |

<sup>2</sup> The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

<sup>3</sup> 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 ECHE.

<sup>4</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>5</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. 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>6</sup> At PL TORUN01, single-subject agreements are signed by the Dean of relevant Faculty, while multi-subject agreements by the Vice-Rector for Education.

<sup>7</sup> Scanned signatures are accepted.

