



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021 **between programme countries**

[Minimum requirements]²

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 details³ (email, phone) | Website (eg. of the course catalogue) |
|--|---------------------|--|--|
| Namık Kemal University | TR TEKIRDA01 | Erasmus office: infoerasmus@nku.edu.tr nku.erasmus@gmail.com Prof. Dr. Nuray ÖZER Erasmus Institutional Coordinator nozer@nku.edu.tr | http://www.nku.edu.tr/en http://intrelations.nku.edu.tr/ |

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

| | | | |
|---|-------------------|--|---|
| | | Tel: +90 282 250 20 78 Assoc. Prof. Dr. Petru GOLBAN Erasmus Departmental Coordinator pgolban@nku.edu.tr +90 282 250 26 11 | |
| Uniwersytet Mikołaja Kopernika w Toruniu (<i>Nicolaus Copernicus University in Toruń</i>) | PL TORUNO1 | International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, - 2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; placements | ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/ |
| | | Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl | http://www.cm.umk.pl/en/ |
| Department of English | PL TORUNO1 | dr hab. Ariadna Strugielska Department of English Ul. Bojarskiego 1 87-100 Toruń ariadnas@umk.pl | ERASMUS incoming information: http://www.maius.umk.pl/ang/en/ |

B. Mobility numbers⁴ 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 | TO [Erasmus | Subject area | Subject area | Study cycle | Number of student mobility periods |
|------------------|----------------|-----------------|-----------------|----------------|---------------------------------------|
|------------------|----------------|-----------------|-----------------|----------------|---------------------------------------|

⁴ 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>)

| code of the sending institution] | code of the receiving institution] | <i>code</i> * [ISCED] | <i>name</i> * | [short cycle, 1 st , 2 nd or 3 rd] * | Student Mobility for Studies [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
|----------------------------------|------------------------------------|-----------------------------|---------------------------------|---|--|--|
| TR TEKIRDA 01 | PL TORUN01 | 0232 | English Language and Literature | 1 st , 2 nd , 3 rd | 30 (3 students x 10 months) | |
| PL TORUN01 | TR TEKIRDA0 1 | 0232 | English Language and Literature | 1 st , 2 nd , 3 rd | 30 (3 students x 10 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 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] | <i>Subject area code</i> * [ISCED] | <i>Subject area name</i> * | Number of staff mobility periods [total number of days of teaching periods or average duration *] | |
|---|---|--|---------------------------------|--|----------------------------------|
| | | | | Staff Mobility for Teaching | Staff Mobility for Training * |
| TR TEKIRDA01 | PL TORUN01 | 0232 | English Language and Literature | 15 (3 staff x 5 working days, at least 8 hours for each staff) | 15 (3 staff x 5 working days) |
| PL TORUN01 | TR TEKIRDA01 | 0232 | English Language and Literature | 15 (3 staff x 5 working days, at least 8 hours for each staff) | 15 (3 staff x 5 working 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 | Optional: | Language | Language | Recommended language of |
|-----------|-----------|----------|----------|-------------------------|

| institution [Erasmus code] | Subject area | of instruc- tion 1 | of instruc- tion 2 | instruction level ⁵ | |
|----------------------------------|-----------------|--------------------------|--------------------------|--|---|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| TR TEKIRDA01 | 0232 | English | | B1 | |
| PL TORUN01 | 0232 | English | Polish | B2 | C1 |

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

D. Additional requirements

TR TEKIRDA01:

Link for the application documents for incoming students
<http://intrelations.nku.edu.tr/StudentMobility/0/s/3953/4072>

Incoming staff must send a teaching/working programme which includes mobility dates and content to Namik Kemal University Erasmus office (infoerasmus@nku.edu.tr). The programme is also forwarded to the department and it must be confirmed by both the departmental coordinator and the institutional coordinator.

In case of additional requirements concerning academic, organisational and other aspects (e.g. students with special needs) please contact the Erasmus Office at infoerasmus@nku.edu.tr

PL TORUN01:

The list of Erasmus coordinators at NCU is available at
<http://www.umk.pl/en/cooperation/erasmus/coordinators/>

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.

⁵ 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>

- 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://www.umk.pl/en/cooperation/erasmus/students/disabled/>

Contact:

International Programmes Office in Toruń, +48 56 6114928 incoming@erasmus.umk.pl

International Programmes Department in Bydgoszcz, +48 52 5853691 erasmus@cm.umk.pl

Additional information on medical care at NCU in Toruń is available at

<http://www.umk.pl/en/cooperation/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 Torun.

Contact:

an English speaking psychologist 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 [Erasmus code] | Autumn term* [month] | Spring term* [month] |
|---|--|--|
| TR TEKIRDA01 | 15 th April – 15 th July | 15 th April – 15 th November |
| PL TORUN01 | June, 1st | November, 1st |

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

2. TR TEKIRDA01:

The application deadline for autumn semester and full year admission is 15th July and for spring semester is 15th November.

The receiving institution (TR TEKIRDA01) will send its decision within 3 weeks from receiving the application and the students and the coordinators will be informed directly by email/ordinary post (by e-mailing/sending the confirmed copies of the application documents and a letter of acceptance)

3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving institution. *[It should*

normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

4. Termination of the agreement

This is certify that this bilateral agreement is valid from 2014/2015 to 2020/2021 (2020/2021 is included). Any decision to terminate the agreement which may be made by one of the institutions must be notified to the other institution at least one academic year before the academic year that the termination will take effect. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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 on <http://www.umk.pl/en/cooperation/erasmus/students/application>

The online application should be submitted by the students by the **1st of June** or **1st of November**.

2. The receiving institution will send its decision within 6 weeks.

Transcript of Records

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.

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁶. 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.]

⁶ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Link for Namik Kemal University (TR TEKIRDA01) Grading System:
<http://intrelations.nku.edu.tr/recognition/0/s/3953/4522>

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 | Predicate |
| 5 | A | Excellent |
| 4,5 - 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. | |

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 TEKIRDA01 | infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 20 78 +90 282 250 11 10 +90 282 250 11 13 +90 282 250 11 14 | http://intrelations.nku.edu.tr/ |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691) | http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/ |

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 TEKIRDA01 | infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 20 78 +90 282 250 11 10 +90 282 250 11 13 +90 282 250 11 14 | http://intrelations.nku.edu.tr/ |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691) | http://www.umk.pl/en/cooperation/guide/issues/#A2 |

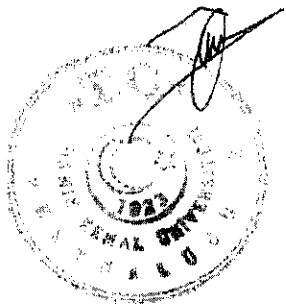
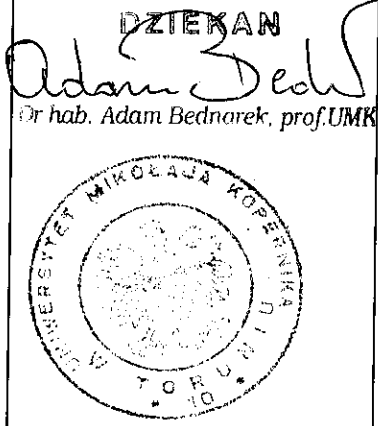
4. Housing

TR TEKIRDA01: The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. There are dormitory/hostel options which offer accommodation for Erasmus students within the campus as well as in the area near the campus. Erasmus Office provides guidance and assistance on finding accommodation for Erasmus students.

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

| Institution [Erasmus code] | Contact details (email, phone) | Website for information |
|-------------------------------|---|--|
| TR TEKIRDA01 | infoerasmus@nku.edu.tr nku.erasmus@gmail.com Tel: +90 282 250 20 78 +90 282 250 11 10 +90 282 250 11 13 +90 282 250 11 14 | http://intrelations.nku.edu.tr/ |
| PL TORUNO1 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691) | http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature ⁷ |
|-------------------------------|--|------------|--|
| TR TEKIRDA01 | Prof. Dr. Nuray ÖZER Erasmus Institutional Coordinator | 27.12.2013 |  |
| PL TORUN_01 | Dean Prof. Adam Bednarek Faculty of Languages | 7.01.2014 | <p data-bbox="938 781 1098 814">DZIEKAN</p>  <p data-bbox="834 880 1193 912"><i>Or hab. Adam Bednarek, prof.UMK</i></p> |

⁷ Scanned signatures are accepted