



Erasmus+ Programme

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

Inter-institutional agreement 2014/15-2020/21 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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
BAHCESEHIR UNIVERSITESI / BAHCESEHIR UNIVERSITY - ISTANBUL	TR ISTANBU08	Burak YARIMBIYIK, Institutional Erasmus Coordinator Bahcesehir University Çırağan Caddesi No:4 34353 Beşiktaş İstanbul / TURKEY Ph: +90 212 381 01 97 Burak.yarimbiliyik@bahcesehir.edu.tr	ERASMUS Incoming Information: http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/ Lecture catalogue: https://akts.bahcesehir.edu.tr/bilgiaketi/index/index/en/en Semester dates: (Autumn) September – January (Spring) February – June
BAHCESEHIR UNIVERSITESI / BAHCESEHIR UNIVERSITY -	TR ISTANBU08	Departmental Coordinator, Faculty of Communication: Güleğül Altıntaş YÖNEY Ph: +90 212 381 54 77 gulegulaltintas.yoney@bahcesehir.edu.tr

ISTANBUL		Departmental Coordinator, Faculty of Business: Bülent ANIL Ph: +90 212 381 56 32 Bulent.anil@bahcesehir.edu.tr	
Uniwersytet Mikolaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Torun)</i>	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 56 611 4929 tel. +48 56 6114928, 611 2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzinska (incoming@erasmus.umk.pl) – incoming students, placements	ERASMUS incoming information: www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: www.umk.pl/en/cooperation/guide/calendar/
Faculty of Political Science and International Studies	PL TORUN01	Departmental coordinator: Dariusz Gora-Szopinski, PhD tel. +48 56 611 2120 fax +48 56 611 2119 chopin@umk.pl	Courses in foreign languages: www.wpism.umk.pl/index.php/international/courses-in-foreign-languages

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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code [ISCED J]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration]
TR ISTANBU08	PL TORUN01	313 32	Political science and civics Journalism and information	1 st - 2 nd - 3 rd	2 students x 5 months (10)
PL TORUN01	TR ISTANBU08	313 32	Political science and civics Journalism and information	1 st - 2 nd - 3 rd	2 students x 5 months (10)

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 (STA and STT)

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	Staff Mobility for Training
[total number of days of teaching periods or average duration]					
TR ISTANBU08	PL TORUN01	313 32	Political science and civics Journalism and information	1 x 5 days	
PL TORUN01	TR ISTANBU08	313 32	Political science and civics Journalism and information	1 x 5 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 Institution [Erasmus code]	Optional Subject area	Language of Instruc- tion 1	Language of Instruc- tion 2	Recommended language of instruction level ¹	
				Student Mobility for Studies <i>[Minimum recommended level: B1]</i>	Staff Mobility for Teaching <i>[Minimum recommended level: B2]</i>
TR ISTANBU08		English	English	B2	B2
PL TORUN01		Polish	English	B2 for English	B2

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

¹ 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>

D. Additional requirements

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

Contact: International Programmes Office, +48 56 6114928, incoming@erasmus.umk.pl

- Additional information on medical care at NCU in Toruń is available at 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 Toruń. 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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
TR ISTANBU08	June 1st(Nomination Deadline) September – January (Acad. Calendar)	November 1st(Nomination Deadline) February – June (Acad. Calendar)
PL TORUN01	June 1 st	November 1 st

TR ISTANBU08:

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://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/>

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 www.umk.pl/en/cooperation/erasmus/students/application

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

TR ISTANBU08:

LETTER GRADE	GPA	SCALE OF 100	ECTS GRADE	PERCENTAGE	DEFINITION	EXPLANATION
A	4.00	90 -100	A	10 %	EXCELLENT	outstanding performance with only minor errors
A-	3.67	87 - 89				
B+	3.33	84 - 86	B	25 %	VERY GOOD	above the average standard but with some errors
B	3.00	80 - 83				
B-	2.67	77 - 79				
C+	2.33	74 - 76	C	30 %	GOOD	generally sound work with a number of notable errors
C	2.00	70 - 73				
C-	1.67	67 - 69	D	25 %	AVERAGE	fair but with significant shortcomings
D+	1.33	64 - 66				
D	1.00	60 - 63	E	10 %	PASS	performance meets the minimum criteria
I			FX		FAIL (INCOMPLETE)	Fail - some more work required before the credit can be awarded
F	0.00	59 and lower	F		FAIL	Fail - considerable further work is required

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.	

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 ISTANBU08	Beste ÖZTOPAL Incoming Coordinator +90 212 381 01 50 beste.oztopal@bahcesehir.edu.tr	http://international.bahcesehir.edu.tr/student-visa-residence-permit/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 6114928	www.umk.pl/en/cooperation/guide/iss/ues/#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 ISTANBU08	Beste ÖZTOPAL Incoming Coordinator +90 212 381 01 50 beste.oztopal@bahcesehir.edu.tr	http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/guide/issues/#A2



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 ISTANBU08	Beste ÖZTOPAL Incoming Coordinator +90 212 381 01 50 beste.oztopal@bahcesehir.edu.tr	http://international.bahcesehir.edu.tr/exchange/erasmus/incoming-students/accommodation/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
TR ISTANBU08	Burak YARIMBIYIK ERASMUS INSTITUTIONAL COORDINATOR	20,12,2013	
PL TORUN01	Prof. Roman Bäcker, dean	07.01.2014	

² Scanned signatures are accepted.