

# **Erasmus+ Programme**

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

# Inter-institutional agreement 2014-2021 between programme countries

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.

Information about higher education institutions

A. Information about Name of the institution (and department, where relevant)	code	Contact details (email, phone)	Website (eg. of the course catalogue)
Hacettepe University	TR ANKARA03	Erasmus Departmental Coordinator: Dr. Ruhtan Yalçıner ruhtan@hacettepe.edu.tr Outgoing SMS students coordinator: Barış Çavuşoğlu baris.cavusoglu@hacettep e.edu.tr Outgoing SMP students coordinator: Ceren Yılmaz cyilanci@hacettepe.edu.tr Incoming students coordinator: Tuba Yıldırım tubayil@hacettepe.edu.tr Bilateral agreements: Melisa Akyön Dündar makyondundar@gmail.com	(UNDERGRADUATE) http://www.kamu.hacettepe.du.tr/eng/pdetay.php?pID=5 (GRADUATE) http://www.kamu.hacettepe.du.tr/programs.php?program=2 (BOLOGNA) http://akts.hacettepe.edu.tr
Uniwersytet Mikołaja Kopernika w Toruniu Nicolaus Copernicus University in Toruń)		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) Malgorzata Grudzinska (incoming@erasmus.umk.p l) — 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 ul. Batorego 39 L 87-100 Toruń, Poland	Departmental coordinator: Dariusz Gora-Szopinski, PhD (chopin@umk.pl) tel. +48 56 611 2120 fax +48 56 611 2119	Courses in foreign languages:  www.wpism.umk.pl/index.ph p/international/courses-in- foreign-languages
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# B. Mobility numbers per academic year

## 1. Student Mobility

FROM	TO TO	Subj Subject area ect name		Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCE D]		[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Student Mobility for Studies	Student Mobility for Trainees hips
TR ANKARA03	PL TORUN01	32	Communication and Information Sciences (Political Science and Public Administration)	1st, 2 <sup>nd</sup> 3rd	5x6(30)	TBD
PL TORUN01	TR ANKARA03	32	Communication and Information Sciences (Political Science and Public Administration)	1st, 2 <sup>nd</sup> 3rd	4x6 (24)	TBD
TR ANKARA03	PL TORUN01	0312	Political Science and Civics	1st, 2 <sup>nd</sup> 3rd	5x6 (30)	TBD
PL TORUN01	TR ANKARA03	0312	Political Science and Civics	1st, 2 <sup>nd</sup> 3rd	4x6 (24)	TBD

## 2. Staff Mobility

FROM	. T <b>O</b>	Subjec t area	Subject area name		of staff mobility periods
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code * [ISCED]		Staff Mobility for Teaching	Staff Mobility for Training
TR ANKARA03	PL TORUN01	32	Communication and Information Sciences (Department of Political Science and Public Administration)	1/7	1/7
PL TORUN01	TR ANKARA03	32	Communication and Information Sciences (Department of Political Science and Public	1/7	1/7

			Administration)		
TR ANKARA03	PL TORUN01	0010			
	PL TORUNUT	0312	Political Science and Civics	1/7	1/7
PL TORUN01	TR ANKARA03	0312	Political Science and	1/7	4 (79)
			Civics	1//	1//

## 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	Optional : Subject area	Language of instruc-	Language of instruc-	A STATE OF THE PARTY OF THE PAR	ed language of ion level <sup>1</sup>
[Erasmus code]		tion 1	tion 2	Student Mobility for Studies	Staff Mobility for Teaching
				Minimum recommended level: B1	Minimum recommended level: B2
PL TORUN01	All	Polish	English	B2 for English	B2
TR ANKARA03	All	English	Turkish	B1	B2

## D. Additional requirements

#### PL TORUNO1:

- 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 <a href="https://www.umk.pl/en/cooperation/erasmus/coordinators/">www.umk.pl/en/cooperation/erasmus/coordinators/</a>
- 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: <a href="https://www.umk.pl/en/cooperation/erasmus/students/disabled/">www.umk.pl/en/cooperation/erasmus/students/disabled/</a>
  - 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 Torun.
  Contact: an English speaking psychologist, counselling@erasmus.umk.pl

<sup>&</sup>lt;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 <a href="http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr">http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr</a>

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]	
PL TORUN01	1 <sup>st</sup> June	1 <sup>st</sup> November	
TR ANKARA03	Nomination dead line: 15 May Application dead line: 01 June Academic Calendar: End of September	Nomination deadline: 15 October Application deadline: 01 November Academic Calendar: 2 <sup>nd</sup> week of February	

- The receiving institution will send its decision within 6 weeks (PL TORUN01) / 4 weeks (TR ANKARA03) after the deadline.
- 3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks (PL TORUN01) / 6 weeks (TR ANKARA03) 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

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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".

#### F. Information

#### 1. Grading systems of the institutions

#### TR ANKARA03

H.U. Grades for outgoing students	ECTS grade	% of successful students normally achieving the grade	Definition
A1	Α	10	Excellent: outstanding performance with only minor errors
A3	В	25	Very Good: above the average standard but with some errors
B2	С	30	Good: generally sound work with a number of notable errors
C1	D	25	Satisfactory: fair but with significant shortcomings
C3	E	10	Sufficient: performance meets the minimum criteria

F3	FX		Fail: some more work required before the
F3	F		Fail: some more work required before the credit can be awarded Fail: considerable further work is required
H.U. Grades for incoming students	ECTS grade	% of successful students normally achieving the grade	Definition
A1 - A2	Α	10	Excellent: outstanding performance with only minor errors
A3 - B1	В	25	
B2 - B3	С	30	Very Good: above the average standard but with some errors
C1 - C2	D	25	Good: generally sound work with a number of notable errors
C3 - D	E	10	Satisfactory: fair but with significant shortcomings
F3	FX	10	Sufficient: performance meets the minimum criteria
F3	F		Fail: some more work required before the credit can be awarded
			Fail: considerable further work is required

#### PL TORUNO1:

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	Α	Excellent	
4,5	В	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
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 6114928	www.umk.pl/en/cooperation/guide/issues/#A1  Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/
TR ANKARA03	Tuba Yıldırım	http://www.abofisi.hacettepe.edu.tr/eng/
	tubayil@hacettepe.edu.tr	

#### 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
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/guide/issues/#A2
TR ANKARA03	Tuba Yıldırım tubayil@hacettepe.edu.tr	http://www.abofisi.hacettepe.edu.tr/eng/

#### 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
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/erasmus/students/application/#Accommodaticwww.umk.pl/en/cooperation/guide/accommodation/
TR ANKARA03	Tuba Yıldırım tubayil@hacettepe.edu.tr	http://www.abofisi.hacettepe.edu.tr/eng/

# G. SIGNATURES OF THE INSTITUTIONS (legal representatives)<sup>2</sup>

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
PL TORUN01	Prof. Roman Bäcker, Dean	22.01.2014 UL E	yter Mikoraja Kapemika w Totu ydział Politologii i Studiów Marzyna odowych
TR ANKARA03	Prof. Dr. Sibel Aksu Yıldırım Institutional Coordinator	27.01.14	399, 87-100/Torun

<sup>&</sup>lt;sup>2</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>3</sup> Scanned signatures are accepted.

