



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/2015-2020/2021² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Istanbul Üniversitesi	TR ISTANBU03	Erasmus Institutional Coordinator Assoc.Prof.Dr. Sevinç Hatipoğlu intacrel@istanbul.edu.tr Tel: +90 212 440 00 00/10242	http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php Lecture Catalogue: https://egitimdeyapilanma.istanbul.edu.tr/?dil=en

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

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Istanbul Üniversitesi	TR ISTANBU03	Faculty/Departmental Coordinator Assist.Prof.Dr. Sevil Çelik Tsonev seviltsonev71@gmail.com Tel: +90 212 440 00 00/15975	
Nicolaus Copernicus University of Torun	PL_TORUN01	Ewa Derkowska- Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator Małgorzata Grudzińska, Diana Wobolewicz (incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Słomińska (martaslo@umk.pl) - outgoing students; Ewa Rutkowska, Katarzyna Szulc (erasmus@cm.umk.pl) – incoming and outgoing students (Collegium Medicum in Bydgoszcz) International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 And: dr Maciej Pławski (Faculty of German Philology - Coordinator)	

		(plawski@umk.pl)	

B. Mobility numbers⁵ 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]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships †
TR ISTANBU03	PL_TORUNO 1	2224	Translation, Interpretation		3 students each for 6 months	
PL_TORUNO 1	TR ISTANBU03	2224	Translation, Interpretation		3 students each for 6 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

⁵ 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>)

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 (STT or STA)

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR ISTANBU03	PL_TORUN01	2222 2224 2221 2226	Comparative Literature Translation, Interpretation Modern EC Languages Non EC Languages	8 hours	1
PL_TORUN01	TR ISTANBU03	2222 2224 2221 2226	Comparative Literature Translation, Interpretation Modern EC Languages Non EC Languages	8 hours	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 [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR_ISTANBU03		DE	E	DE	DE/E/TR
PL_TORUN01		DE	E	DE	DE/E/PL

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

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

TR ISTANBU 03

- The selection criteria for students and staff are regulated by the sending university; measures for preparing, receiving and integrating mobile students and/or staff are organised by the receiving institution.
- Erasmus Incoming Students have to choose courses from the department with which the agreement is existing, they can choose two courses from any faculties as long as the courses are not overlapping!
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by a Istanbul University contact person – is required.

E. Calendar

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

Receiving institution	Autumn term*	Spring term*
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⁶ 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 code]	[month]	[month]
TRISTANBU 03	June 15th	November 15th
PL_TORUN01	June 15th	November 15th

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

TRISTANBU 03

Information on the Application System is available at

<http://www.istanbul.edu.tr/uaik/ABegitim/indexeng.php>.

2. The receiving institution will send its decision within [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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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

TRISTANBU 03

ECTS Credits: Istanbul University uses the *European Credit Transfer and Accumulation System* (ECTS) which is a workload-based system for measuring and comparing study results. The student is awarded a certain number of ECTS credits for each course which reflects the workload necessary to successfully complete a course. Credits are awarded only when the student has fulfilled the course requirements, for example regular attendance. The credits are allocated by the individual departments in accordance with the standard workload determined by the respective study and examination regulations whereby one credit equals 30 hours of study. Please note that the Student Exchange Office refrains from prescribing a standard workload per semester.

GRADES: Istanbul University recommends the following grading equivalency table:

Coresponding Grades in Numbers	Coresponding I.U. Grades	ECTS Grades
4.00	AA	A

3.50	BA	B
3.00	BB	C
2.50	CB	D
2.00	CC	E
1.50	DC	-
1.00	DD	-
0.00	FF	FX
0.00	FD	F
-	G	-
-	M	-

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
TRISTANBU 03		http://www.istanbul.edu.tr/uaik/ABegitim/english/index.pl and http://yabancilar.iem.gov.tr/
PL_TORUN01	tel.: 56 611-4929, 56 611-4928, 56 611-2246 fax: 56 611-4929, 56 611- 2246 e-mail: incoming@erasmus.umk.pl , outgoing@erasmus.umk.pl , placement@erasmus.umk.pl	http://www.umk.pl/wspolpraca/ non-EU-nationals will have to apply for student visa before or after arrival

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
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TRISTANBU 03		http://www.istanbul.edu.tr/uaik/ABegitim/english/index.pl
PL_TORUN01	tel.: 56 611-4929, 56 611-4928, 56 611-2246 fax: 56 611-4929, 56 611- 2246 e-mail: incoming@erasmus.umk.pl , outgoing@erasmus.umk.pl , placement@erasmus.umk.pl	http://www.umk.pl/wspolpraca/


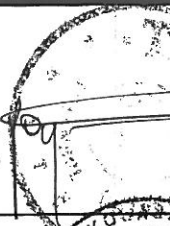


4. Housing

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
TRISTANBU 03		http://www.istanbul.edu.tr/uaik/ABegitim/english/index.pl and http://www.istanbul.edu.tr/avkampus/konukevi/konukevi
PL_TORUN01	tel.: 56 611-4929, 56 611-4928, 56 611-2246 fax: 56 611-4929, 56 611- 2246 e-mail: incoming@erasmus.umk.pl , outgoing@erasmus.umk.pl , placement@erasmus.umk.pl	http://www.umk.pl/wspolpraca/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
TRISTANBU 03	Assoc.Prof.Dr. Sevinç Hatipoğlu Erasmus Institutional Coordinator	28.01.14	 
PL_TORUN01	Departmental Dean Prof. Dr. Adam Bednarek	28.01.14	 DZTEKAN Dr hab. Adam Bednarek 

⁷ Scanned signatures are accepted