



**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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
<b>ISTANBUL UNIVERSITY</b>	TR ISTANBU03	<b>International Relations Office</b> Institutional Erasmus Coordinator:  Assoc. Prof. Dr. Sevinç Hatipoğlu  Tel: +902124400000 / 13003 or 10242 <a href="mailto:shatip@istanbul.edu.tr">shatip@istanbul.edu.tr</a> <a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a> Address: İstanbul Üniversitesi - Akademik İlişkiler Kurulu -Erasmus Program Koordinatörlüğü, Beyazıt Kampüsü, 34452 Beyazıt, İstanbul-Türkiye  Lale Merttürk Chief of the Department of Erasmus Incoming and Outgoing Students and Staff (Admission Process at Institutional Level) <a href="mailto:intacrel@istanbul.edu.tr">intacrel@istanbul.edu.tr</a> <a href="mailto:lale.mertturk@istanbul.edu.tr">lale.mertturk@istanbul.edu.tr</a> Phone: +902124400000 /10242 or 10760	<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a>  Lecture Catalogue:  <a href="https://egitimdeyapilanna.istanbul.edu.tr/?dil=en">https://egitimdeyapilanna.istanbul.edu.tr/?dil=en</a>
<b>Faculty of Political Sciences</b>	TR ISTANBU03	<b>Departmental Coordinators</b>  Dr.Özgün Eler Bayır <a href="mailto:ozgunerler@yahoo.com">ozgunerler@yahoo.com</a> +902124400000 / 12242 Dr.Özgün Akduran <a href="mailto:ozgun.akduran@gmail.com">ozgun.akduran@gmail.com</a> +902124400000 / 12293 Dr.Ertan Erol <a href="mailto:ertanerol2003@yahoo.com">ertanerol2003@yahoo.com</a> Phone : +90 212 440 00 00/12239	<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a>  Lecture Catalogue:  <a href="https://egitimdeyapilanna.istanbul.edu.tr/?dil=en">https://egitimdeyapilanna.istanbul.edu.tr/?dil=en</a>

<b>Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)</b>	<b>PL TORUN01</b>	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 <b>Ewa Derkowska-Rybicka</b> (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) <b>Małgorzata Grudzińska</b> (Incoming@erasmus.umk.pl) - incoming students; placements <b>Marta Wiśniewska</b> (mawi@umk.pl), <b>Marta Błaszczuk</b> (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming Information: <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/ /cooperation/erasmus/</a> Lecture catalogue: <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/ /cooperation/erasmus/ students/study/</a> Semester dates: <a href="http://www.umk.pl/en/cooperation/guide/calendar/">http://www.umk.pl/en/ /cooperation/guide/cal endar/</a>
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 <b>Paulina Gyrkow</b> e-mail: erasmus@cm.umk.pl	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/ en/</a>
<b>Faculty of Humanities</b>	<b>PL TORUN01</b>	<i>Faculty coordinator:</i> Prof. Zbigniew Nerczuk Faculty of Humanities Erasmus Coordinator Fosa Staromlejska 1a 87-100 Toruń Poland Tel. (+48) 56 611 36 23 Fax. (+ 48) 56-611-36-32	<a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/ /cooperation/erasmus/</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)

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject          area          code</b> [ISCED]	<b>Subject          area name</b>	<b>Study          cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	<b>Number of student          mobility periods</b> Student Mobility for Studies [total number of months of the study periods or average duration]
<b>TR ISTANBU03</b>	<b>PL TORUN01</b>	03	Social Sciences, Journalism and Information	1,2	4 students (24 months)
<b>PL TORUN01</b>	<b>TR ISTANBU03</b>	03	Social Sciences, Journalism and Information	1, 2	4 students (24 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.]

### Staff Mobility (STA and STT)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Sub ject are a cod e * [IS CED ]	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	03	Social Sciences, Journalism and Information	2 person (8 h per week)	
PL TORUN01	TR ISTANBU03	03	Social Sciences, Journalism and Information	2 person (8 h per week)	

### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU03		Turkish	English	B1/B2	B2
PL TORUN01		Polish	English	B2	B2

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).

### D. Additional requirements

#### 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.

<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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

#### 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.

- 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](mailto:incoming@erasmus.umk.pl)  
International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto: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 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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU03	June 15	November 15
PL TORUN01	June, 1 <sup>st</sup>	November, 1 <sup>st</sup>

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

#### TR ISTANBU 03:

**Decision Response:** As receiving institution the University of Istanbul (TR ISTANBU03) will send its decision within 8 weeks.

**Transcripts of Records:** A Transcript of Records will be issued by University of Istanbul (TR ISTANBU03) no later than five weeks after the assessment period has finished.

**Termination of Agreement:** A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. 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 **1<sup>st</sup> of June** or **1<sup>st</sup> 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**

**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	-

**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	Very Good
4,5	B	Better than good
4	C	Good
3,5	D	Better than satisfactory
3	E	Satisfactory
2	F	Unsatisfactory / 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 ISTANBU03		<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a> and <a href="http://yabancilar.iem.gov.tr/">http://yabancilar.iem.gov.tr/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a> Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>

## 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 ISTANBU03		<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>

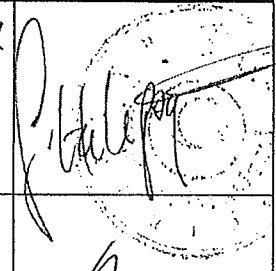
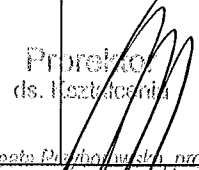
## 4. Housing

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 ISTANBU03		<a href="http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php">http://www.istanbul.edu.tr/uaik/ABegitim/english/index.php</a> and <a href="http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html">http://www.istanbul.edu.tr/avkampus/konukevi/konukevi.html</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a> <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
TR ISTANBU03	Assoc. Prof. Dr. Sevinç Hatipoğlu Erasmus Coordinator	08.01.2014	
PL TORUN01	Prof. Beata Prybyłowska Vice-rector For Education	04.03. 2014	 Prorecto ds. kształcenia dr hab. Beata Prybyłowska, prof. UMK

\* At PL TORUN01 single-subject agreements are signed by the dean of the respective faculty, while multi-subject agreements by the Vice-rector for Education.

<sup>2</sup> Scanned signatures are accepted