



## Erasmus+ Programme

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

#### Inter-institutional agreement 2015-2021 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.

#### 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)
<b>USKUDAR UNIVERSITY</b>	<b>TR ISTANBU46</b>	<a href="mailto:erasmus@uskudar.edu.tr">erasmus@uskudar.edu.tr</a>  <b>Address:</b> International Relations Office- Üsküdar Üniversitesi Altunizade Mah. Haluk Türksoy Sk. No:14 PK:34662 Üsküdar / İstanbul / Turkey  Tel: +90 (216) 400 22 85  <b>Emre Ucsular</b> Erasmus Institutional Coordinator, e-mail: <a href="mailto:emre.ucsular@uskudar.edu.tr">emre.ucsular@uskudar.edu.tr</a>	<a href="http://erasmus.uskudar.edu.tr/">http://erasmus.uskudar.edu.tr/</a>
<b>UNIwersytet MIKOŁAJA KOPERNIKA W TORUNIU</b> <i>(Nicolaus Copernicus University in Toruń)</i>	<b>PL TORUN01</b>	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Toruń, Poland tel/fax. +48 56 611 4929 tel. +48 56 611 4928, 611 2246  <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT)  <b>Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) – incoming students, placements	ERASMUS incoming information:  <a href="http://umk.pl/en/erasmus/students/">http://umk.pl/en/erasmus/students/</a>  Lecture catalogue:  <a href="http://umk.pl/en/erasmus/courses/">http://umk.pl/en/erasmus/courses/</a>
<b>Faculty of Political Sciences and International Studies</b> ul. Batorego 39 L 87-100 Toruń, Poland		Departmental coordinator: <b>Dariusz Góra-Szopiński</b> ( <a href="mailto:chopin@umk.pl">chopin@umk.pl</a> ) tel. +48 56 611 2120 fax +48 56 611 2119	Courses in foreign languages:  <a href="http://www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html">www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html</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.]

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
PL TORUN01	TR ISTANBU46	312	Political Science and Civics	1 <sup>st</sup> -2 <sup>nd</sup>	2 x 6 months	
TR ISTANBU46	PL TORUN01	312	Political Science and Civics	1	2x6 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]	Subject area code* [ISCED]	Subject area name*	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
PL TORUN01	TR ISTANBU46	312	Political Science and Civics	2 staff, 1 week, minimum 8 teaching hours	N/A
TR ISTANBU46	PL TORUN01	312	Political Science and Civics	2 staff, 1 week, minimum 8 teaching hours	N/A



### 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU46		Turkish	English	B1	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].

### D. Additional requirements

**Uskudar University** (TR ISTANBU46) recommends checking and being sure for the instruction language/ECTS/hours of the relevant course(s) through academic responsible or Erasmus Departmental Coordinators of the relevant faculty.

**Uskudar University** (TR ISTANBU46) can arrange the infrastructure for the students or staff with disabilities if the dispositions of applicants are suitable. It will be discussed in the application period.

**Uskudar University** (TR ISTANBU46) has campus buses which the service is provided by Istanbul City Municipality, the buses are suitable for men with disabilities.

#### 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: <http://umk.pl/en/erasmus/coordinators/list/>
- 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://umk.pl/en/erasmus/students/applying/disabled/>

Contact: International Programmes Office, +48 56 6114928, [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl)

- Additional information on [medical care at NCU](#) in Toruń is available at: [www.umk.pl/en/erasmus/life/guide/issues/#A2](http://www.umk.pl/en/erasmus/life/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

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



a psychological help during their Erasmus stay in Torun. 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. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
TR ISTANBU46	1 April – 1 July	1 September – 1 November
PL TORUN01	1 June	1 November

### 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 at: <http://umk.pl/en/erasmus/students/applying/application/>

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

### 3. 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.

### 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

Please find Uskudar University Grade Chart as following web link:

<http://www.uskudar.edu.tr/mevzuat.php>

and <http://ebs.uskudar.edu.tr/default.aspx>

### 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 ISTANBU46	<a href="mailto:erasmus@uskudar.edu.tr">erasmus@uskudar.edu.tr</a> Tel: 0090216 4002285	Ministry of Foreign Affairs: <a href="http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa">http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 6114928	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">www.umk.pl/en/erasmus/life/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 ISTANBU46	<a href="mailto:erasmus@uskudar.edu.tr">erasmus@uskudar.edu.tr</a> Tel: 0090216 4002285	For insurance please consult with the nearest Turkish Embassy/Consulate in your country
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

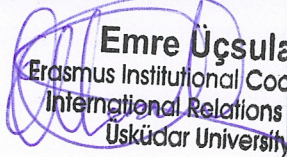

## 4. Housing

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 ISTANBU46	erasmus@uskudar.edu.tr Tel: 0090 216 4002285	http://www.uskudar.edu.tr/
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 611 4928	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">www.umk.pl/en/erasmus/life/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
TR ISTANBU46	<b>Emre Üçsular</b> -Erasmus Institutional Coordinator	20 February 2015	 <b>Emre Üçsular</b> Erasmus Institutional Coordinator International Relations Office Uskudar University
PL TORUN01	<b>Roman Bäcker</b> , Dean	24/02/2015	 Dziekan Prof. dr hab. Roman Bäcker

<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.