



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2015 – 2021 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)
Izmir University of Economics	TR IZMIR04	Office of International Affairs oia@ieu.edu.tr Mr. Ertan Koyuncu, MSC, Director ertan.koyuncu@ieu.edu.tr Hulya Incekara, MBA, Expert hulya.incekara@ieu.edu.tr Ayse Sen, MBA, Expert ayse.sen@ieu.edu.tr Sakarya Cad. No:156, 35330 Balcova, Izmir, Turkey Tel: +90 232 488 83 50 Fax: +90 232 279 26 26	Main web site: http://www.ieu.edu.tr/en ECTS Guide: http://ects.ieu.edu.tr/index.php?lang=en International Students: http://www.ieu.edu.tr/international/
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Torun)	PL TORUN01	International Programmes Office Nicolaus Copernicus University ul. Gagarina 11 87-100 Torun, Poland tel/fax. +48 56 611 4929 tel. +48 56 611 4928, 611 2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Malgorzata Grudzinska (incoming@erasmus.umk.pl) – incoming students, placements	ERASMUS incoming information: http://umk.pl/en/erasmus/students/ Lecture catalogue: http://umk.pl/en/erasmus/courses/

Faculty of Political Sciences and International Studies ul. Batorego 39 L 87-100 Torun, Poland	Departmental coordinator: Dariusz Gora-Szopinski, PhD (chopin@umk.pl) tel. +48 56 611 2120 fax +48 56 611 2119	Courses in foreign languages: http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html
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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 (SM):

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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR IZMIR04	PL TORUN01	0312	Political Science and Civics	1 st	2 students x 5 months = 10	
PL TORUN01	TR IZMIR04	0312	Political Science and Civics	1 st – 2 nd	2 students x 5 months = 10	

Staff mobility (ST):

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 IZMIR04	PL TORUN01	0312	Political Science and Civics	1 teaching staff/5 days (min. 8 hours teaching)	1 staff
PL TORUN01	TR IZMIR04	0312	Political Science and Civics	1 teaching staff/5 days (min. 8 hours teaching)	1 staff

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	
				Student Mobility for Studies Minimum recommended level: B1	Staff Mobility for Teaching Minimum recommended level: B2
TR IZMIR04	All programs (except Law)	English	English	B2 English	B2 English
PL TORUN01		Polish	English	B2 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

TR IZMIR04: <http://www.ieu.edu.tr/international/>

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
- Additional information on medical care at NCU in Toruń is available at: 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 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. **Applications/information** on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR IZMIR04	June 30	December 15

PL TORUN01	June 1 st	November 1 st
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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/>

- The receiving institution will send its **decision** within 6 weeks.
- A **Transcript of Records** will be issued by the receiving institution no later than 8 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 IZMIR04: <http://ects.ieu.edu.tr/idari.php?id=53>

SCORE	GRADE	COEFFICIENT	ECTS Grade
90-100	AA	4.0	A
85-89	BA	3.5	B*
80-84	BB	3.0	B*
75-79	CB	2.5	C*
70-74	CC	2.0	C*
65-69	DC	1.5	D
60-64	DD	1.0	E
50-59	FD	0.5	FX
49 and below	FF	0.0	F

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 IZMIR04	oia@ieu.edu.tr T: +90 232 488 83 50	http://www.ieu.edu.tr/international/practical.php
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 6114928	www.umk.pl/en/erasmus/life/guide/issues/#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 IZMIR04	oia@ieu.edu.tr T: +90 232 488 83 50	http://www.ieu.edu.tr/international/practical.php
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/erasmus/life/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 IZMIR04	ويا@ieu.edu.tr T: +90 232 488 83 50	http://www.ieu.edu.tr/international/accomodation.php
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR IZMIR04	Ertan Koyuncu Director, Office of International Affairs	17.03.2015	
PL TORUN01	Roman Bäcker Dean of the Faculty of Political Sciences and International Studies	16/03/2015	

¹ Scanned signatures are accepted.