

English



**Erasmus+ Programme
Key Action 1**

**- Mobility for learners and staff -
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2015-2021²
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) |
|--|--------------|--|--|
| USKUDAR UNIVERSITY | TR ISTANBU46 | erasmus@uskudar.edu.tr Address: International Relations Office- Üsküdar Üniversitesi Altunizade Mah. Haluk Türksoy Sk. No:14 PK:34662 Üsküdar / Istanbul / Turkey Tel: +90 (216) 400 22 85 Emre Ucsular Erasmus Institutional Coordinator, e-mail: emre.ucsular@uskudar.edu.tr | http://erasmus.uskudar.edu.tr/ |
| UNIwersytet MIKOŁAJA KOPERNIKA | PL TORUN01 | International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - Incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczyk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) – traineeships Fac. Biol. & Environ. Protect. Coordinator: Anna Goc (goc@umk.pl) | ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/life/graduate/calendar/ |

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.

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 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 * |
| PL TORUN01 | TR ISTANBU46 | 051 | Biology and related sciences | 1 st , 2 nd | 2x6 months | |
| | | 052 | Environment | | | |
| TR ISTANBU46 | PL TORUN01 | | Molecular Biology and Genetics | 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 [total number of days of teaching periods or average duration.*] | Staff Mobility for Training * |
| PL TORUN01 | TR ISTANBU46 | 051 | Biology and related sciences | 2 people, 5 days, minimum 8 teaching hours | N/A |
| | | 052 | Environment | | |
| TR ISTANBU46 | PL TORUN01 | | Molecular Biology and Genetics | 2 staff, 1 week, minimum 8 teaching hours | N/A |

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 | Optional: | Language | Language | Recommended language of instruction |
|-----------|-----------|----------|----------|-------------------------------------|
|-----------|-----------|----------|----------|-------------------------------------|

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>

| institution [Erasmus code] | Subject area | e of instruction 2 | | level ⁶ | |
|-------------------------------|--------------|--------------------|---------|---|--|
| | | of instruction 1 | | 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 | 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:

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/erasmus/students/applying/disabled/>

Contact:

International Programmes Office in Toruń, +48 56 6114928 incoming@erasmus.umk.pl

International Programmes Department in Bydgoszcz, +48 52 5853691 erasmus@cm.umk.pl

Additional information on medical care at NCU in Toruń is available at <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 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 ISTANBU46 | 1 April- 1 July | 1 September- 1 November |
| PL TORUN01 | June, 1 st | November, 1 st |

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>

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

2. Uskudar University will send its decision within [4] weeks.

3. A Transcript of Records will be issued by the Uskudar University no later than [4] 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]

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/erasmus/students/applying/application>

The online application should be submitted by the students by the 1st of June or 1st of November. The receiving Institution will send its decision within 6 weeks.

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

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral 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 2014 will only take effect as of 1 September 2014+1. 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

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 | 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 ISTANBU46 | erasmus@uskudar.edu.tr Tel: 0090216 4002285 | Ministry of foreign Affairs: http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) | http://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 ISTANBU46 | erasmus@uskudar.edu.tr Tel: 0090216 4002285 | For insurance please consult with the nearest Turkish Embassy/Consulate in your country |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) | http://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 ISTANBU46 | erasmus@uskudar.edu.tr Tel: 0090 216 4002285 | http://www.uskudar.edu.tr/ |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) | http://www.umk.pl/en/erasmus/life/guide/accommodation/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|---|-----------------------------|---|
| TR ISTANBU46 | Emre Ucsular-Erasmus Institutional Coordinator | 27 January 2014 |  Emre Ucsular Erasmus Institutional Coordinator International Relations Office Uskudar University |
| PL TORUN01 | Anna Goc Univ. Prof. Dean Representative for Fac. Biol. & Environ. Protect. | Feb 2 nd 2015 |  |

⁷ Scanned signatures are accepted