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 (e.g. of the course catalogue)
Istanbul Kültür University	TR ISTANBU19	**Burcu Atalay-Emre, M.A.** Erasmus Institutional Coordinator b.atalay@iku.edu.tr, eic@iku.edu.tr European and International Center, Ataköy Campus, D-100 Yanyol, Bakırköy, 34156, Istanbul. **Agreements**: agreements-eic@iku.edu.tr **Outgoings**: eic-sts-out@iku.edu.tr **Incomings**: eic-sts-in@iku.edu.tr **Staff:** staffmobil-eic@iku.edu.tr	Istanbul Kültür University http://www.iku.edu.tr/ENG European and International Center www.iku.edu.tr/eic ECTS Information Package http://www.iku.edu.tr/EN/ects.php
Uniwersytet Mikołaja Kopernika w Toruniu *(Nicolaus Copernicus University in Torun)* **Faculty of Political Sciences and International Studies** ul. Batorego 39 L 87-100 Torun, Poland	**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 Departmental coordinator: **Dariusz Gora-Szopinski, PhD** (chopin@umk.pl) tel. +48 56 611 2120 fax +48 56 611 2119	Erasmus incoming information: *http://umk.pl/en/erasmus/students/* Course catalogue: *http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html* *http://umk.pl/en/erasmus/courses/*

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)

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, 1st, 2nd or 3rd]*	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 ISTANBU19	PL TORUN01	312 32	Political Science and Civics Journalism and Information	1st, 2nd	3 x 10 = 30	
PL TORUN01	TR ISTANBU19	312 32	Political Science and Civics Journalism and Information	1st, 2nd	3 x 10 = 30	

Staff Mobility (STA and STT)

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 ISTANBU19	PL TORUN01	312 32	Political Science and Civics Journalism and Information	2 x 1 (week)	TBD
PL TORUN01	TR ISTANBU19	312 32	Political Science and Civics Journalism and Information	2 x 1 (week)	TBD

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[1]	
				Student Mobility for Studies *[Minimum re-commended level: B1]*	Staff Mobility for Teaching *[Minimum recommended level: B2]*

[1] 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

TR ISTANBU19	PL TORUN01	English	Turkish	B2 (English)	N/A
PL TORUN01	TR ISTANBU19	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 ISTANBU19 is able to receive students and staff with disabilities. This can be discussed before each nomination.

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 Torun. 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 ISTANBU19	Application Deadline: July 15th	Application Deadline: November 15th
PL TORUN01	June 1st	November 1st

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: TR Istanbu19 – 2 weeks, PL Torun01 – 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, 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

Istanbul Kültür University
http://www.iku.edu.tr/EN/ectsikuinfo.html#

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.	

	Nicolaus Copernicus University	**Istanbul Kültür University**
WWW for Incoming Students	http://umk.pl/en/erasmus/students/	www.iku.edu.tr/eic-incomingsts
WWW Course Catalogue	http://www.wpism.umk.pl/studia/english/erasmus-foreign-students-info.html http://umk.pl/en/erasmus/courses/	http://www.iku.edu.tr/EN/ects.php

Housing[2] Contact details	www.umk.pl/en/erasmus/life/guide/accommodation/ incoming@erasmus.umk.pl Tel. +48 56 6114928	www.iku.edu.tr/eic-incomingsts eic-sts-in@iku.edu.tr
WWW Visa Information[3] Contact details	www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs: www.msz.gov.pl/en/travel_to_poland/ incoming@erasmus.umk.pl Tel. +48 56 6114928	www.iku.edu.tr/eic-incomingsts eic-sts-in@iku.edu.tr
WWW Insurance Information[4] Contact details	www.umk.pl/en/erasmus/life/guide/issues/#A2 incoming@erasmus.umk.pl Tel. +48 56 6114928	www.iku.edu.tr/eic-incomingsts eic-sts-in@iku.edu.tr
ECTS Users' Guide[5]	as stated above	http://www.iku.edu.tr/EN/ectsikuinfo.html#

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)[6]

Institution [Erasmus code]	Name, function	Date	Signature[7]
TR ISTANBU19	Prof. Dr. Sermin ÖRNEKTEKİN Vice Rector and Head of International Relations	16.04.2015	T.C. İSTANBUL KÜLTÜR ÜNİVERSİTESİ
PL TORUN01	Prof. dr hab. Roman BÄCKER Dean of the Faculty of Political Sciences and International Studies	14/04/2015	Dziekan Prof. dr hab. Roman Bäcker

[2] The receiving institution will guide and help incoming mobile participants in finding accommodation, according to the requirements of the ECHE.
[3] 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 ECHE.
[4] The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
[5] Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.
[6] At PL TORUN01, single-subject agreements are signed by the Dean of relevant Faculty, while multi-subject agreements by the Vice-Rector for Education.
[7] Scanned signatures are accepted.