



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 ¹ (email, phone) | Website (eg. of the course catalogue) |
|---|--------------|--|--|
| TOBB University of Economics and Technology | TRANKARA10 | edogdu@etu.edu.tr erasmus@etu.edu.tr | www.etu.edu.tr http://erasmus.etu.edu.tr http://oim.etu.edu.tr/?q=en/node/423 |
| 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 | ERASMUS incoming information: http://umk.pl/en/erasmus/students/ |

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

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|---|--|--|---|
| | | 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 | Lecture catalogue: www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html 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: www.wpism.umk.pl/studia/international/erasmus-foreign-students-info.html |

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 st , 2 nd or 3 rd] * | Number of student mobility periods | |
|---|---|---|--|---|--|--|
| | | | | | Student Mobility for Studies | Student Mobility for Traineeships * |
| | | | | | [total number of months of the study periods or average duration*] | |
| TRANKARA10 | PL TORUN01 | 0312 | Political Sciences and Civics | 1 st – 2 nd | 2 students x 5 months (10) | |
| PL TORUN01 | TRANKARA 10 | 0312 | Political Sciences and Civics | 1 st – 2 nd | 2 students x 5 months (10) | |

*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 | TO | Subject area code | Subject area name | Number of staff mobility periods | |
|---|---|---------------------------------------|-------------------|----------------------------------|-------------------------------|
| [Erasmus code of the sending institution] | [Erasmus code of the receiving institution] | * [ISCED] | * | Staff Mobility for Teaching | Staff Mobility for Training * |
| [total number of days of teaching periods or average duration*] | | | | | |
| TRANKARA10 | PL TORUN01 | 0312 Political Sciences and Civics | To be determined | 2 x 1 week | 1 x 1 week |
| PL TORUN01 | TRANKARA10 | 0312 Political Sciences and Civics | To be determined | 2 x 1 week | 1 x 1 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 ² | |
|---|--|--------------------------------------|--------------------------------------|--|---|
| | | | | Student Mobility for Studies Minimum recommended level: B1 | Staff Mobility for Teaching Minimum recommended level: B2 |
| TRANKARA 10 | 0312 Political Sciences and Civics | Turkish | English | B1(English) | B1 (English) |
| PL TORUN01 | 0312 Political Sciences and Civics | Polish | English | B2 for English | B2 |

²For 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>

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

TOBB ETU (TRANKARA 10)

Organizes an orientation program each semester for incoming students. It is recommended to incoming students to participate in the orientation program. Students are provided with information about Ankara, course registration, campus, accommodation, health issues, sports center, IT facilities, library and residence permit.

Campus area has the infrastructure to welcome student and staff 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
- 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] |
|---|------------------------|------------------------|
| TRANKARA10 | July 15 | October 15 |

| | | |
|------------|----------------------|--------------------------|
| PL TORUN01 | June 1 st | November 1 st |
|------------|----------------------|--------------------------|

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. A Transcript of Records will be issued by the receiving institution no later than 4 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

TOBB ETÜ (TRANKARA 10)

| Grades | AA | BA | BB | CB | CC | DC | DD | FF |
|-----------------|--------|-------|-------|-------|-------|-------|-------|------|
| Coefficient | 4.00 | 3.50 | 3.00 | 2.50 | 2.00 | 1.50 | 1.00 | 0.00 |
| Overall Average | 100-90 | 89-85 | 84-80 | 79-75 | 74-70 | 69-65 | 64-60 | 59-0 |

<http://erasmus.etu.edu.tr>

http://erasmus.etu.edu.tr/?page_id=510

http://erasmus.etu.edu.tr/?page_id=170

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 |
|-------------------------------|--|--|
| TRANKARA10 | erasmus@etu.edu.tr | www.erasmus.etu.edu.tr |
| 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/ |

Student visa is compulsory for incoming students to TOBB ETU (TRANKARA10) for registration.

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 |
|----------------------------------|--|---|
| TRANKARA10 | erasmus@etu.edu.tr | www.erasmus.etu.edu.tr |
| 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 |
|-------------------------------|--|---|
| TRANKARA10 | erasmus@etu.edu.tr | erasmus@etu.edu.tr |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. +48 56 611 4928 | www.umk.pl/en/erasmus/life/guide/accomm odation/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)³

| Institution [Erasmus code] | Name, function | Date | Signature ⁴ |
|-------------------------------|---|-----------|--|
| TR ANKARA10 | Assoc. Prof. Erdoğan DOĞDU, Erasmus Institutional Coordinator | 8/05/2015 |  |
| PL TORUN01 | Prof. dr hab. Roman Bäcker Dean | 6/05/2015 | Dziekan  Prof. dr hab. Roman Bäcker |

³ At PL TORUN01, single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-Rector for Education.

⁴ Scanned signatures are accepted.