



TED UNIVERSITY



Erasmus+ Programme



**UNIwersYTET
MIKOŁAJA KOPERNIKA
W TORUNIU**

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

**Inter-institutional agreement 2014/15-2020/21
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)
TED University Department of Political Science and International Relations	TR ANKARA18	<u>Institutional and Departmental Coordinator:</u> Zuhal Yeşilyurt Gündüz Tel: +90-312 585 0032 zuhal.gunduz@tedu.edu.tr <u>International Programs Office:</u> TED University Ziya Gökalp Caddesi No.48, 06420, Kolej Çankaya, Ankara Turkey Tel: +90-312 585 01 31 erasmus@tedu.edu.tr	http://psir.tedu.edu.tr http://ipo.tedu.edu.tr
Nicolaus Copernicus University in Torun Faculty of Political Science and International	PL TORUN01	International Programmes Office, Nicolaus Copernicus University ul. Gagarina 11, 87-100 Torun,	http://www.umk.pl/en/erasmus/

Abbreviated Signature	TED University	Nicolaus Copernicus University in Torun

Studies		<p>Poland; tel/fax. +48 56 6114929, tel. 611 -4928, - 2246, -4788</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzinska (incoming@erasmus.umk.pl) - incoming students;</p> <p>Marta Błaszczuk (martaslo@umk.pl) - outgoing students;</p> <p>Martyna Malec (malec@umk.pl) – traineeships</p> <p>Faculty Coordinator: Michał Piechowicz, PhD piechowicz@umk.pl</p> <p>ul. Batorego 39L 87-100 Toruń</p>	<p>http://www.wpism.umk.pl/studia/english.html</p>
----------------	--	---	--

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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies	Student Mobility for Traineeships
					[total number of months of the study periods or average duration*]	TBD (To be determined)

Abbreviated Signature	TED University	Nicolaus Copernicus University in Toruń

TR ANKARA18	PL TORUN01	0312	Political sciences and civics	1 st 2 nd	4 students x 5 months = 20 months	-
PL TORUN01	TR ANKARA18	0312 316, 32	Political Science and civics, International relations – European studies, communication and journalism	1 st 2 nd	4 students x 5 months = 20 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 *
TR ANKARA18	PL TORUN01	0312	Political sciences and civics	1 person x 1 week	1 person x 1 week
PL TORUN01	TR ANKARA18	0312 316, 32	Political Science and civics, International relations – European studies, communication and journalism	1 person x 1 week	1 person x 1 week

Abbreviated Signature	TED University	Nicolaus Copernicus University in Torun

The partners commit to amend the tables above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Further requirements and information about this agreement are included in two "institutional fact sheets", one for each institution. These two documents are enclosed as two annexes and are an integral and necessary part of this agreement. Both institutions agree to send an update of these institutional fact sheets to the other party if a significant change occurs.

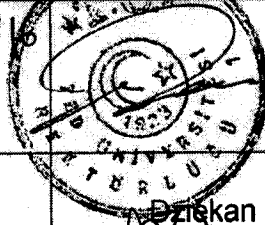
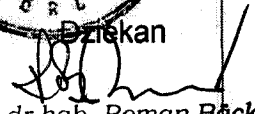
Termination of the agreement

This agreement is valid for the duration indicated above and may be modified or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year shall be given.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<i>Abbreviated Signature</i>	<i>TED University</i>	<i>Nicolaus Copernicus University in Torun</i>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR ANKARA18	Prof. Dr. M. Murat Tanımcılar Rector	26/4/16	
PL TORUN01	Prof. Roman Bäcker Dean Faculty of Political Science and International Studies	04/05/16	 Prof. dr hab. Roman Bäcker

¹ Scanned signatures are accepted

ANNEX A TO THE ERASMUS+ INTER-INSTITUTIONAL AGREEMENT: INSTITUTIONAL FACTSHEET-

TED UNIVERSITY

1. Institutional Information

1.1. Institutional details

Name of the Institution	TED University
Erasmus Code	TR ANKARA18
Institution website	www.tedu.edu.tr
Online course catalogue	http://www.tedu.edu.tr/en-US/Content/Students/Courses_Offered.aspx

1.2. Main contacts

Contact person	Zuhal Yeşilyurt Gündüz
Responsibility	Institutional Erasmus Coordinator, Departmental Coordinator for International Relations
Contact details	e-mail: zuhal.gunduz@tedu.edu.tr , Tel : +90 312 585 00 32 Address : Ziya Gökalp Caddesi No : 48, Kolej- Ankara/ Turkey

Contact person	Gülece Şenel
Responsibility	International Programs Office Manager
Contact details	e-mail: erasmus@tedu.edu.tr , Tel : +90 312 585 01 31, Fax : +90 312 418 41 48 Address : Ziya Gökalp Caddesi No : 48, Kolej- Ankara/ Turkey

C. Recommended language skills according to the Common European Framework of Reference for Languages (CEFR)¹

The sending institution, following agreement with our 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
[Erasmus code]				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ANKARA18	All Subjects	English	Turkish	B2	B2

¹ <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

For more details on the language of instruction recommendations, see the course catalogue [Link provided at the top].

D. Additional Requirements

1. All information (rules, procedures, requirements etc.) and required documents about incoming students/ staff are available at: www.tedu.edu.tr/erasmus. Students and staff are expected to follow this page and the indicated procedures.
2. The sending institution has to inform the departmental coordinator and the International Programs Office at TED University about nominated incoming students and verify that the students have been selected for the Student Mobility for Studies under the Erasmus+ Programme.
3. All applications must be submitted online at: www.tedu.edu.tr/erasmus. Students are required to post: 1. the original signed and stamped copy of the application form, 2. learning agreement, 3. transcript of records, 4. a copy of health insurance, which is valid in Turkey, and 5. 1 passport size photo to TED University International Programs Office. Staffs are also required to fill in the application form and bring the original signed and stamped copy.
4. Incoming teaching staff must be individually accepted by the department that coordinates the bilateral agreement.
5. All incoming students must get a health insurance before they apply for visa. The insurance should be valid in Turkey for the duration of their stay.
6. Incoming students can apply to the Health Centre at TED University for minor health related issues. Students are treated free of charge.
7. Incoming students must attend the orientation week to take place prior to the start of each term.
8. Incoming students will be provided lunch for free of charge.
9. Students need to register for the regular courses until the end of the add-drop period, which falls within the first two weeks of the semester. Offered courses are listed at: http://www.tedu.edu.tr/en-US/Content/Students/Courses_Offered.aspx.
10. TED University has a campus which has some facilities for disabled people. Please inform the International Programs Office regarding the details of the disability before the mobility period starts.
11. In case of additional requirements with regards to academic, organisational or other aspects (e.g. students with special needs) please contact the International Programs Office: erasmus@tedu.edu.tr.

E. Calendar

1. Applications of the nominated students must reach TED University by:

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
TR ANKARA18 (application deadline)	15 th May	15th November

2. TED University will send its decision via e-mail within 4 weeks after the end of the application deadline, provided that documents are complete.

3. A Transcript of Records will be issued by TED University no later than 5 weeks after the assessment period has finished.

4. Termination of the agreement

A unilateral decision to discontinue the exchanges notified to the other party by 1 November 20XX will only take effect as of 1 September 20XX+1. 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

TED University:

TED University uses both ECTS and national grading system. Grading system at TED University:
<http://www.tedu.edu.tr/erasmus>

Percentage	Letter Grades	Status	Grade Point
90-100	AA	Excellent	4.00
85-89	BA	Good- excellent	3.50
80-84	BB	Good	3.00
75-79	CB	Satisfactory-good	2.50
70-74	CC	Satisfactory	2.00
60-69	DC	Weak- satisfactory	1.50
50-59	DD	Weak	1.00
49 and below	F	Failing	0.00

Offered courses and their credits:

http://www.tedu.edu.tr/en-US/Content/Students/Courses_Offered.aspx

2. Visa

TED University 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 ANKARA18	erasmus@tedu.edu.tr +90 312 585 01 31	http://www.tedu.edu.tr/erasmus

3. Insurance

TED University will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

TED University 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 ANKARA18	erasmus@tedu.edu.tr +90 312 585 01 31	http://www.tedu.edu.tr/erasmus

4. Housing

TED University 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 ANKARA18	erasmus@tedu.edu.tr +90 312 585 01 31	http://www.tedu.edu.tr/erasmus

Any changes to this Annex will be announced at the website: www.tedu.edu.tr/erasmus.

ANNEX B TO THE ERASMUS+ INTER-INSTITUTIONAL AGREEMENT: INSTITUTIONAL FACTSHEET-

Nicolaus Copernicus University

1. Institutional Information

1.1. Institutional details

Name of the Institution	Nicolaus Copernicus University
Erasmus Code	PL TORUN01
Institution website	http://www.umk.pl/en/
Online course catalogue	

1.2. Main contacts

Contact person	Michal Piechowicz, PhD
Responsibility	Faculty of Political Science and International Studies Coordinator of the Erasmus+ programme
Contact details	Piechowicz@umk.pl ; 87-100 Torun, ul Batorego 39L

Contact person	Ewa Derkowska-Rybicka Head of International Programmes Office, Nicolaus Copernicus University
Responsibility	Erasmus Institutional Coordinator (STA, STT)
Contact details	ewader@umk.pl ; ul. Gagarina 11, 87-100 Torun, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788

C. Recommended language skills according to the Common European Framework of Reference for Languages (CEFR)¹

The sending institution, following agreement with our 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	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
[Erasmus code]				Student Mobility for Studies	Staff Mobility for Teaching
				[Minimum recommended level: B1]	[Minimum recommended level: B2]

¹ <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>.

PL TORUN01	English	Polish, English	English	B2 English	B2 English
------------	---------	--------------------	---------	------------	------------

For more details on the language of instruction recommendations, see the course catalogue [[link provided at the top](#)].

D. Additional Requirements

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL TORUN01	June 1 Application and nomination deadline	November 1 Application and nomination deadline

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

2. Nicolaus Copernicus University will send its decision within 4 weeks after the end of the application deadline, provided that documents are complete.
3. A Transcript of Records will be issued by Nicolaus Copernicus University no later than 5 weeks after the assessment period has finished.
4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading system

Grading Scale at the Nicolaus Copernicus University: The following scale is used for all types of evaluations/examinations:

NCU follows the ECTS scheme, which mean 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 field is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst mark.

Moreover, students can also be marked with additional sign of +. It means half of point.

NCU Grade	ECTS Grade	Predicate
5	A	Excellent
4,5	B	Very good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	Fail

2. Visa

Nicolaus Copernicus University 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
PL TORUN01	Malgorzata Grudzinska (incoming students) incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/

3. Insurance

Nicolaus Copernicus University will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Nicolaus Copernicus University 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
PL TORUN01	Malgorzata Grudzinska (incoming students) incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/

--	--	--

4. Housing

Nicolaus Copernicus University 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
PL TORUN01	Malgorzata Grudzinska (incoming students) incoming@erasmus.umk .pl	http://www.umk.pl/en/erasmus/students/applying/application/

Any changes to this Annex will be announced at the website: <http://www.umk.pl/en/erasmus/>

Date

April 2016