



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2018/19-2021

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) |
|--|----------------|--|--|
| Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń) Faculty of History | 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 Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawl@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - traineeships | 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/downloads/ |
| Faculty of History | PL TORUN01 | Faculty coordinator: dr hab. Marcin Pawlak (pełnomocnik ds. mobilności) e-mail: felix@umk.pl tel. (56) 611-37-22 Institute of History and Archival Sciences, ul. Władysława Bojarskiego 1, 87-100 Toruń Department coordinator Prof. Dr Daniel Makowiecki makdan@umk.pl Institute of Archaeology, Szosa Bydgoska 44/48; 87-100 Toruń; tel. tel. +48 (56) 611 2349 | |
| Bartın University | TR BARTIN01 | Institutional Coordinator: <i>Burçin KEF</i> International Relations and Erasmus Institutional Office Ağdacı Mahallesi 74100/BARTIN Tel.: +90 378 223 51 55; e-mail: ulik@bartin.edu.tr / bkef@bartin.edu.tr | ERASMUS Incoming Information: Lecture catalogue: http://ubys.bartın.edu.tr/AIS/OutcomeBasedLearning/Home/Index Semester dates: http://bubp.bartın.edu.tr/en/academicalcalendar.aspx |

| | | | |
|-----------------|----------------|--|---|
| Faculty of Arts | TR BARTIN01 | Faculty Coordinator: Kadri Kuram. Erasmus Faculty Coordinator Faculty of Arts Tel: +90 378 5011000 -1045 E-mail: kadrikuram@bartin.edu.tr Departmental Coordinator: İzzettin Elalmış Erasmus Departmental Coordinator Department of Archaeology Tel: +90 378 5011000 -1070 E-mail: ielalmis@bartin.edu.tr | All related pages: http://ir.bartın.edu.tr http://erasmus.bartın.edu.tr http://iso.bartın.edu.tr |
|-----------------|----------------|--|---|

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 * |
| PL TORUN01 | TR BARTIN01 | 0222 | Archaeology History | 1 st , 2 nd , 3 rd | 2/6 | 1/2 |
| TR BARTIN01 | PL TORUN01 | 0222 | Archaeology History | 1 st , 2 nd , 3 rd | 2/6 | 1/2 |

| 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 | Staff Mobility for Training * |
| PL TORUN01 | TR BARTIN01 | 0222 | Archaeology History | 2 teachers Min. 2 days and min. 8 hours each teacher | 2/1 |
| TR BARTIN01 | PL TORUN01 | 0222 | Archaeology History | 2 teachers Min. 2 days and min. 8 hours each teacher | 2/1 |

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] |

| | | | | | |
|--------------------|--------------------|---------|---------|----|----|
| PL TORUN01 | TR BARTIN01 | English | Polish | B2 | B2 |
| TR BARTIN01 | PL TORUN01 | English | Turkish | B1 | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution :

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

TR BARTIN01:

- On the learning agreement, students will choose from the courses with ERAS course codes listed on the following web link:
<http://ubys.bartın.edu.tr/AIS/OutcomeBasedLearning/Home/Index>
- In case of course selections from different departments, please contact our unit coordinators:
http://erasmus.bartın.edu.tr/?page_id=2728&lang=en

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/cooperation/erasmus/students/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/cooperation/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/BU 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] |
|---|-------------------------|-------------------------|
| PL TORUN01 | June, 1st | November, 1st |

| | | |
|-------------|----------|--------------|
| TR BARTIN01 | June, 30 | November, 30 |
|-------------|----------|--------------|

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

TR BARTIN01:

The students from NCU will need to be nominated by their home institutions. Regarding the application, the information can be found on our website <http://erasmus.bartın.edu.tr>.

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/cooperation/erasmus/students/application>

The online application should be submitted by the students by the **1st of June** or **1st of November**.

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
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

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.

| Nicolaus Copernicus University | 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. | |

TR BARTIN01:Full Academic Year: **60 ECTS**One Semester: **30 ECTS**

| Grading System at BU | ECTS Grades | |
|----------------------|-------------|---|
| Letter Grades | Grade | Explanation |
| AA | A | Excellent |
| BA | B | Very good |
| BB | C | Good |
| CB | D | Satisfactory |
| CC | E | Sufficient |
| FD | FX | Fail (Some more work required) |
| FF | F | Fail (Considerable further work required) |

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 |
|-------------------------------|--|---|
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691) | http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/ |
| TR BARTIN01 | Institutional Coordinator: Burçin KEF International Relations and Erasmus Institutional Office Ağdacı Mahallesi 74100/BARTIN Tel.: +90 378 223 51 55; Fax: +90 378 223 51 55; e-mail: ulik@bartin.edu.tr , bkef@bartin.edu.tr | http://erasmus.bartın.edu.tr http://iso.bartın.edu.tr |

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 |
|-------------------------------|--|---|
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691) | http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/ |
| TR BARTIN01 | Institutional Coordinator: Burçin KEF International Relations and Erasmus Institutional Office | http://erasmus.bartın.edu.tr http://iso.bartın.edu.tr |

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| | Ağdacı Mahallesi 74100/BARTIN Tel.: +90 378 223 51 55; Fax: +90 378 223 51 55; e-mail: ulik@bartin.edu.tr, bkef@bartin.edu.tr | |
|--|--|--|

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 |
|-------------------------------|---|---|
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691) | http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/ |
| TR BARTIN01 | Institutional Coordinator: Burçin KEF International Relations and Erasmus Institutional Office Ağdacı Mahallesi 74100/BARTIN Tel.: +90 378 223 51 55; Fax: +90 378 223 51 55; e-mail: ulik@bartin.edu.tr, bkef@bartin.edu.tr | http://erasmus.bartın.edu.tr http://iso.bartın.edu.tr |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code] | Name, function | Date | Signature |
|-------------------------------|---|------------|---|
| PL TORUN01 | Prof. dr hab. Stanisław Roszak, Din of Historical faculty | | Wydziału Nauk Historycznych Prof. dr hab. Stanisław Roszak |
| TR BARTIN01 | Prof. Dr. Sedat Yazıcı Vice Rector Head of International Office | 21.02.2018 | Prof. Dr. Sedat YAZICI Institutional Coordinator International Office |

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