

Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2018-2021

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

Nicolaus Copernicus University PL TORUN01	Maltepe University TR ISTANBU18
<p>ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/</p>	<p>ERASMUS incoming information: http://internationaloffice.maltepe.edu.tr/tr/exports.maltepe.edu.tr and http://internationaloffice.maltepe.edu.tr/en/erasmusen</p>
<p>Institutional Coordinator: Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Faculty coordinator: Dr Przemysław Charzyński (pecha@umk.pl)</p>	<p>erasmus@maltepe.edu.tr Address: International Relations Office-Erasmus Coordinatorship, Kültür Merkezi, 34857 Maltepe, Istanbul, Tel: +90216 626 1135 Fax: +90216 626 1134</p>
<p>Contact: International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements, Marta Wiśniewska (mawi@umk.pl), Marta Błaszczak (martaslo@umk.pl) - outgoing students; placements Faculty coordinator: Dr hab. P. Charzyński pecha@umk.pl tel. +48 56 6112625</p>	<p>Erasmus Institutional Coordinator: Assist. Prof. Dr. Ezgi Eyüboğlu e-mail: erasmus@maltepe.com Tourism & Hotel Management Program coordinator: Lecturer Merve Akar Address: Marmara Eğitim Köyü 34857 Maltepe/İSTANBUL. merveakar@maltepe.edu.tr</p>

B. Mobility numbers per academic year

This inter-institutional agreement is valid for the period 2014-2021 (see under E 4, for Termination of the Agreement). 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. Amendments may be proposed and confirmed by email through the institutional coordinator of the 'Erasmus plus' programme.

Students

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
TR ISTANBU18	PL TORUN01	1015	Cultural Heritage, Travel, Tourism and leisure;	Short Cycle	2 student/20 months (sum)	-
PL TORUN01	TR ISTANBU18	1015	Cultural Heritage, Travel, Tourism and leisure;	1st	2 student/20 months (sum)	-

Teaching Staff

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 ISTANBU18	PL TORUN01	1015	Cultural Heritage, Travel, Tourism and leisure;	2 person for 5 days (8h)	-
PL TORUN01	TR ISTANBU18	1015	Cultural Heritage, Travel, Tourism and leisure;	2 person for 5 days (8h)	-

A. Recommended language skills

See Annexes

B. Additional requirements

See Annexes

C. Calendar

See Annexes

D. Information

1. Grading systems of the institutions

See Annexes

2. Visa

See Annexes

3. Insurance

See Annexes

4. Housing

See Annexes

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR ISTANBU18	Assist. Prof. Dr. Ezgi EYÜBOĞLU -Erasmus Institutional Coordinator	23/03/2018	
PL TORUN01	dr hab. Marek Kejna, prof. NCU Dean of Faculty of Earth Sciences	24/03/2018	 DZIEKAN Dr hab. Marek Kejna, prof. UMK Nicolaus Copernicus University in Toruń Faculty of Earth Sciences ul. Lwowska 1, 87-100 Toruń, POLAND tel. +48 56 611 25 85, tel./fax +48 56 611 25 86 (1632)

¹ Scanned signatures are accepted

Annex to Erasmus+ Inter-Institutional Agreement PL TORUN01 & TR ISTANBU18 for Cultural Heritage, Travel, Tourism and leisure

1. Institutional Information

1.1. Institutional details

Name of the Institution	Maltepe University, Istanbul
Erasmus_code	TR ISTANBU018
Institution_website	http://www.maltepe.edu.tr/

1.2. Main contacts

<p>International coordinator: Assist. Prof. Dr. Ezgi Eyüboğlu- Erasmus Institutional Coordinator, e-mail: erasmus@maltepe.com</p>
<p>erasmus@maltepe.edu.tr Address: International Relations Office-Erasmus Coordinatorship, Kültür Merkezi, 34857 Maltepe, Istanbul, Tel: +90216 626 1135 Fax: +90216 626 1134</p>

2. Detailed requirements and additional information

2.1. 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:

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]
Polish	English	B1	B2
Turkish	English	B1	B2

2.2. Additional requirements

Maltepe University 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.

Maltepe University (TR ISTANBU18) 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. **Maltepe University** (TR ISTANBU18) has campus buses which the service is provided by Istanbul City Municipality, the buses are suitable for men with disabilities.

2.3. Calendar

2.3.1. 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 ISTANBU018	15th August	15th January

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

2.3.2.

2.3.3. Maltepe University will send its decision within [2] weeks.

2.3.4. A Transcript of Records will be issued by the Maltepe 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]The receiving institution will send its decision within 3 weeks.

3. Additional information

3.1. Grading system of the NCU

1. Grading systems of the institutions

Please find Maltepe University Grade Chart as following web link:

<http://llp-erasmus.maltepe.edu.tr/sites/default/files/files/Maltepe%20%C3%9Cniversitesi%20Grade%20and%20Score%20Table.pdf>

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:

erasmus@maltepe.edu.tr Tel: 0090312 292 29 29	www.konsolosluk.gov.tr and http://llp-erasmus.maltepe.edu.tr/incoming-students
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3.3. 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 ISTANBU018	erasmus@maltepe.edu.tr Tel: 0090216 6261135	http://www.sgk.gov.tr/wps/portal/en

3.4. 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 ISTANBU018	http://ogrenciyurdu.maltepe.edu.tr/tr/iletisim Tel: 0090 216 626 10 00	http://ogrenciyurdu.maltepe.edu.tr/