



## Erasmus+ Programme

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

#### Inter-institutional<sup>1</sup> agreement 2014-2020 between programme countries [Minimum requirements]<sup>2</sup>

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 <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
Ondokuz Mayıs University	TR SAMSUN01	Emine Bol Yazıcı Erasmus Institutional Coordinator  Ondokuz Mayıs University, International Relations Office, Atakum-Samsun, 55200 TURKEY Tel: +90-362-3121919 (Ext: 1613) Fax: +90-362-4576091 e-mail: <a href="mailto:eminebol@omu.edu.tr">eminebol@omu.edu.tr</a> <a href="mailto:erasmus@omu.edu.tr">erasmus@omu.edu.tr</a>	<a href="http://erasmus-en.omu.edu.tr/">http://erasmus-en.omu.edu.tr/</a>  <a href="http://ebs.omu.edu.tr/en/ondokuz-mayis-university.html">http://ebs.omu.edu.tr/en/ondokuz-mayis-university.html</a>
Uniwersytet Mikołaja Kopernika w Toruniu  (Nicolaus Copernicus University in Toruń)	PL TORUN01	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 ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA , STT)  Małgorzata Grudzińska  ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming	ERASMUS incoming information:  <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a>  Lecture catalogue:  <a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>  Semester dates:  <a href="http://www.umk.pl/en/coop">http://www.umk.pl/en/coop</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		students Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - placements Paulina Gyrkow e-mail: erasmus@cm.umk.pl Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91	eration/guide/calendar/
Faculty of Fine Arts	Franciszek Skibiński, PhD	franek_skibinski@umk.pl +48 667762370 ul. Sienkiewicza 30/32 87-100 Toruń	http://www.art.umk.pl/

#### B. Mobility numbers<sup>4</sup> per academic year

*[Paragraph to be added, if the agreement is signed for more than one 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	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 SAMSUN01	PL TORUN01	0213: Fine arts	Fine Arts	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 10	2 x 3
PL TORUN01	TR SAMSUN01	0213: Fine arts	Fine Arts	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 10	2 x 3

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

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 *
				[total number of days of teaching periods or average duration *]	
TR SAMSUN01	PL TORUN01	0213: Fine arts	Fine Arts	1 TEACHER x 1 WEEK	1
PL TORUN01	TR SAMSUN01	0213: Fine arts	Fine Arts	1 TEACHER x 1 WEEK	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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR SAMSUN01		Turkish		English B1	English B2
PL TORUN01		Polish		English B1	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

Ondokuz Mayıs University (TR SAMSUN01) does not have a selection criterion for incoming students and staff. We rely on each partner university selecting their student/staff according to their national Erasmus selection criteria. All staff and students will be accepted in accordance to the Erasmus Inter-Institutional Agreement with only some exceptions:

For incoming placement students:

-depending on the availability of the relevant department and the suitability of the dates.

For incoming teaching and training staff:

-depending on the availability of the relevant department and the suitability of the dates.

OMU has the infrastructure to welcome students and staff with disabilities but certain arrangements can only be made with information prior to the mobility.

PL TORUN01:

The list of Erasmus coordinators at NCU is available at <http://www.umk.pl/en/cooperation/erasmus/coordinators/>

<sup>5</sup> 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>

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](mailto:incoming@erasmus.umk.pl)

International Programmes Department in Bydgoszcz, +48 52 5853691 [erasmus@cm.umk.pl](mailto: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](mailto: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 SAMSUN01	15 July	15 November
PL TORUN01	1 June	1 November

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

2. The receiving institution will send its decision within **4** weeks.

3. A Transcript of Records will be issued by the receiving institution no later than **3** weeks after the assessment period has finished at the receiving HEI.

4. Termination of the agreement

*The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by **September 30<sup>th</sup>** of the year prior to the academic year concerned. 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

TR SAMSUN01: <http://erasmus-en.omu.edu.tr/>

#### GRADING SCHEME AND GRADES

Absolute or Relative Grading System can be used for assessment of the students. The system to be used in the programs are announced before the beginning of the academic year after the decision and approval

of the Senate. The statistical distribution chosen for the Relative Grading System is defined in the related regulation of the Senate and is announced in the University web site.

All assessment procedures are based on ECTS Credits.

#### GRADING SCHEME FOR ABSOLUTE ASSESSMENT

##### a) Faculty of Medicine

GRADE POINTS	GRADE	DEGREE	MARK
4.00	AA	Excellent	90-100
3.50	BA	Very Good	85-89
3.00	BB	Good	80-84
2.50	CB	Average	75-79
2.00	CC	Satisfactory	60-69
1.50	DC	Fail	40-59
1.00	DD	Fail	20-39
0.00	FF	Fail	0-19
0.00	FD	No Attendance	
0.00	FG	Did not sit for exams /fail	

##### b) Other Higher Education Units

GRADE POINTS	GRADE	DEGREE	MARK
4.00	AA	Excellent	90-100
3.50	BA	Very Good	85-89
3.00	BB	Good	75-84
2.50	CB	Average	70-74
2.00	CC	Satisfactory	60-69
1.50	DC	Fail	40-59
1.00	DD	Fail	20-39
0.00	FF	Fail	0-19
0.00	FD	No Attendance	
0.00	FG	Did not sit for exams /fail	

According to letter grades

a) (AA), (BA), (BB), (CB) and (CC) are considered as successful for undergraduate education.

Other letter grades:

a) G : pass grade for non-credit courses

b) M : grade for the courses considered "exempted"; e.g. the previously taken and recognized courses of the transferred students.

c) MZ: Grade incomplete for the students who did not attend any of the exams with an excuse, after completion of the make up exams, changed with the final grade

d) DC, DD, FF fail

e) FD : No Attendance

f) FG : Not attended to exams /fail

g) E : Grade incomplete for the practical courses,

G, E and M grades are not counted for GPA and CGPA calculations.

At 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	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.

## 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
TR SAMSUN01	Ms Nazan Simsek <a href="mailto:nazan.simsek@omu.edu.tr">nazan.simsek@omu.edu.tr</a> <a href="mailto:erasmus@omu.edu.tr">erasmus@omu.edu.tr</a> +90-362-3121919 (Ext. 1609)	<a href="http://erasmus-en.omu.edu.tr/general-information/visa-and-residence-permit/">http://erasmus-en.omu.edu.tr/general-information/visa-and-residence-permit/</a>
PL TORUN01	incoming@erasmus.umk.pl  Tel. Toruń campus (+48 56 611 4928)  erasmus@cm.umk.pl	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a>  Polish Ministry of Foreign Affairs  <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</a>

## 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 SAMSUN01	Ms Nazan Simsek <a href="mailto:nazan.simsek@omu.edu.tr">nazan.simsek@omu.edu.tr</a> <a href="mailto:erasmus@omu.edu.tr">erasmus@omu.edu.tr</a> +90-362-3121919 (Ext. 1609)	<a href="http://erasmus-en.omu.edu.tr/general-information/health-and-insurance/">http://erasmus-en.omu.edu.tr/general-information/health-and-insurance/</a>

PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>
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#### 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 SAMSUN01	Ms Nazan Simsek <a href="mailto:nazan.simsek@omu.edu.tr">nazan.simsek@omu.edu.tr</a> <a href="mailto:erasmus@omu.edu.tr">erasmus@omu.edu.tr</a> +90-362-3121919 (Ext. 1609)	<a href="http://erasmus-en.omu.edu.tr/general-information/accommodation/">http://erasmus-en.omu.edu.tr/general-information/accommodation/</a>
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a> <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
TR SAMSUN01	Emine Bol Yazıcı Erasmus Institutional Coordinator	15.03.2016	
PL TORUN01	Prof. Elżbieta Basiul Dean of the Faculty of Fine Arts	22.03.2016	

<sup>6</sup> Scanned signatures are accepted