



Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional agreement 2017/18-2020/21
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 (email, phone)	Website (eg. of the course catalogue)
Bezmialem Vakif University, Adnan Menderes Bulvarı (Vatan Caddesi), 34093, Fatih-Istanbul, Turkey	TR ISTANBU40	Erasmus Institutional Coordinator İsmail Kerem BİLSEL, assoc. prof. dr ; IBilsel@bezmialem.edu.tr ; +90 212 523 22 88 Ext. 2282	http://international.bezmialem.edu.tr
Faculty of Health Sciences	TR ISTANBU40	Departmental Co-ordinator, Nursing Sema Bayraktar, Msc, RN, PHD Candidate Email: sbayraktar@bezmialem.edu.tr Tel: +90 212 453 17 00 Ext.4613 Erasmus Institutional Coordinator Sevsen Bati Manager of International Relations Office Email: sbati@bezmialem.edu.tr Tel: +90 212 523 22 88 – 3070 Zafer KILIÇ International Relations Office Specialist Email: zkilic@bezmialem.edu.tr Tel: +90 212 523 22 88 - 3072	http://bezmialem.edu.tr/en/Pages/Index.aspx http://bezmialem.edu.tr/tr/Sayfalar/idari/uluslararasi-iliskiler-ofisi/ana-sayfa.aspx http://nursing.bezmialem.edu.tr
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01	Department of International Cooperation Gagarina 11, 87-100 Toruń, Poland tel./fax (+48-56) 611 4929 Erasmus Institutional Coordinator (STA , STT) Marta Wiśniewska Institutional Coordinator tel. (+48-56) 611-4788 e-mail: mawi@umk.pl	ERASMUS incoming information: https://www.umk.pl/en/erasmus/students/ Lecture catalogue: https://www.umk.pl/en/erasmus/courses/offer_17_18/ Semester dates:

		Collegium Medicum in Bydgoszcz (medical sciences): Department of Projects and International Cooperation ul. Jagiellońska 13, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl	https://www.umk.pl/en/erasmus/downloads/ Collegium Medicum http://www.cm.umk.pl/en/
Faculty of Health Sciences	PL TORUN01	Faculty coordinator: Dr Mariusz Kozakiewicz markoz@cm.umk.pl	

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.

Student Mobility (SMS)

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 ISTANBU40	PL TORUN 01	12.6	Nursing	1 st , 2 nd	2ss*4,5months	To be decided individually
PL TORUN 01	TR ISTANBU40	12.6	Nursing	1 st , 2 nd	2ss*4,5months	To be decided individually

[*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.]

Staff Mobility (STA and STT)

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 ISTANBU40	PL TORUN 01	12.6	Nursing	To be decided individually	To be decided individually
PL TORUN 01	TR ISTANBU40	12.6	Nursing	To be decided individually	To be decided individually

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU40		Turkish	English	B1	B2
PL TORUN01		Polish	English	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

PL TORUN 01:

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

D. Additional requirements

TR ISTANBU40:

Information for students in English can be found here:

<http://www.bezmialem.edu.tr/en/index.php/nursing-general-information>

<http://international.bezmialem.edu.tr;>

<http://www.bezmialem.edu.tr/en/index.php/exchangestudents>

For any other enquiries, please contact our Erasmus Institutional Coordinator, İsmail Kerem BİLSEL, MD; IBilsel@bezmialem.edu.tr,

Departmental Co-ordinator, Nursing, Sema Bayraktar, Msc, RN, PHD Candidate sbayraktar@bezmialem.edu.tr or International Relations Office; iro@bezmialem.edu.tr

PL TORUN01:

The list of Erasmus coordinators at NCU is available at

<https://www.umk.pl/en/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.

¹ 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>

- 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:
<https://www.umk.pl/en/erasmus/students/applying/disabled/>
Contact:
Department of International Cooperation in Toruń, +48 56 6114928 incoming@erasmus.umk.pl
Department of Projects and International Cooperation in Bydgoszcz, +48 52 5853691
erasmus@cm.umk.pl
Additional information on medical care at NCU in Toruń is available at
<https://www.umk.pl/en/erasmus/life/guide/issues/>
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

- Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR ISTANBU40	May, 30th	November, 30th
PL TORUN01	June, 1st	November, 1st

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

- The receiving institution will send its decision within **4 weeks**.
- A Transcript of Records/ Traineeship Certificate 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]

- Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year must be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 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.

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
<https://www.umk.pl/en/erasmus/students/applying/application/>
- The online application should be submitted by the students by **the 1st of June or the 1st of November**.
- The receiving institution will send its decision within 6 weeks.
- Transcript of Records
A Transcript of Records will be issued by the receiving institution no later than 5 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.

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

TR ISTANBU40 grading scale:

ECTS mark	Numerical Value	Coefficient (100)	Description
AA	4,00	90-100	Very Good
BA	3,50	80-89	Good
BB	3,00	70-79	Average
CB	2,50	65-69	Below Average
CC	2,00	60-64	Pass
F	0,00	0-59	Unsuccessful

PL TORUN01:

ECTS Credits:

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.

GRADES: The Student Exchange Office recommends the following grading equivalency table:

Uniwersytet Mikołaja Kopernika w Toruniu	ECTS	
	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 ISTANBU40	International Relations Office, iro@bezmialem.edu.tr , +90 212 523 22 88 ext. 1070	http://www.bezmialem.edu.tr/en/index.php/exchangestudents/visa-and-residence-permit-procedures
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)	https://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

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:

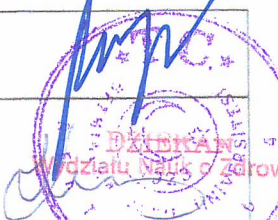


Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU40	International Relations Office, iro@bezmialem.edu.tr , +90 212 523 22 88 ext. 1070	Assistance will be provided after the arrival if necessary
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	https://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
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TR ISTANBU40	Prof. Dr. Rümeyza KAZANCIOĞLU, MD, Rector	14.05.2018	 
PL TORUN01	Dean of the Faculty of Health Sciences Collegium Medicum Prof. dr hab. Kornelia Kędziora- Kornatowska	13.03.2018	 prof. dr hab. Kornelia Kędziora-Kornatowska

* At PL TORUN01 single-subject agreements are signed by the dean of the respected faculty, while multi-subject agreements by the Vice-rector for Education.