



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2016-2021**  
**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**

<b>Name of the institution</b>  (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details</b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Cankiri Karatekin University  Institutional Coordinator	TR CANKIRI 01	Specialist Suayip TURAN Erasmus Office Cankiri Karatekin University, Cumhuriyet Mah. S.P.Ustegmen Erdem Ozturk Sok. No. 11 Kat: 6 P.K. 18100 Cankiri, TURKEY Phone : +90 376 213 08 07 +90 376 213 26 26 - 1642/1520 <a href="mailto:erasmus@karatekin.edu.tr">erasmus@karatekin.edu.tr</a>	<a href="http://english.karatekin.edu.tr/">http://english.karatekin.edu.tr/</a>  <a href="http://erasmus.karatekin.edu.tr/default.asp">http://erasmus.karatekin.edu.tr/default.asp</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  <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA , STT)  <b>Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students; placements  <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), <b>Marta Błaszczuk</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; placements	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/cooperation/guide/calendar/">http://www.umk.pl/en/cooperation/guide/calendar/</a>



Faculty of History	<b>PL TORUN01</b>	Institute of Information Science and Book Studies <b>Veslava Osińska</b> , PhD ( <a href="mailto:wieo@umk.pl">wieo@umk.pl</a> ) tel. +48 56 6112392, tel/fax +48 56 6114415	<a href="http://www.inibi.umk.pl/english">http://www.inibi.umk.pl/english</a>
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## B. Mobility numbers<sup>1</sup> 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 November** 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	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
TR CANKIRI01	PL TORUN01	0322 061	Library, information and archival studies	1 <sup>st</sup> & 2 <sup>nd</sup>	2 X 4 months each	No/only by individual agreement
PL TORUN01	TR CANKIRI01	0322 061	Library, information and archival studies	1 <sup>st</sup> & 2 <sup>nd</sup>	2 X 5 months each	No/only by individual agreement

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*]	
PL TORUN01	TR CANKIRI01	0322	Library, information and archival studies	2 X 1 weeks (max)	2 x 1 week
TR CANKIRI01	PL TORUN01	0322	Library, information and archival studies	2 X 1 weeks (max)	2 x 1 week

<sup>1</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>)



## 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>2</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	English	English	B2	B2
TR CANKIRI01	TURKISH & English	ENGLISH - see courses at: <a href="http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin">http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin</a>	<b>English – B1</b>	<b>English – B2</b>

## D. Additional requirements

### 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](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)

<sup>2</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>

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 **AT TR CANKIRI01** Even though **CNU** has infrastructures to host students and staff with disabilities (classroom access, etc.), depending on the nature of the disability, we would strongly advise to provide as much information ahead of time in order for our International Office Staff to inform the student/staff of the feasibility of the mobility.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>PL TORUN01</b>	June, 1st	November, 1st
<b>TR CANKIRI01</b>	Nominations by MAY 02 Applications by MAY 31	Nominations by NOVEMBER 30 Applications by DECEMBER 31

### 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 **1<sup>st</sup> of June** or **1<sup>st</sup> 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.

**TR CANKIRI01** will send its decision within **5** weeks too.

- 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
- Termination of the agreement
- It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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.

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.	

**Cankiri Karatekin University (TR CANKIRI01):** <http://bbs.karatekin.edu.tr/>

English-in words	ECTS grade
very good	AA
good +	BA
good	BB
sufficient +	CB
sufficient	CC
allowing +	DC
allowing	DD
insufficient	FF
insufficient	FF
insufficient	FF
insufficient	FF

## 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	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<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>
TR CANKIRI01	Specialist Suayip TURAN, Erasmus Inst. Coordinator, Çankırı Karatekin University, Tel:+90 (376)213 08 07  +90 376 213 26 26 Ext. 1642/1520  <a href="mailto:erasmus@karatekin.edu.tr">erasmus@karatekin.edu.tr</a>  Specialist Tayfur UYSAL Tel:+90 (376)213 08 07  <a href="mailto:utayfur@karatekin.edu.tr">utayfur@karatekin.edu.tr</a>	Erasmus website : ECTS Catalogue: <a href="http://erasmus.karatekin.edu.tr/default.aspx">http://erasmus.karatekin.edu.tr/default.aspx</a>  <a href="http://bbs.karatekin.edu.tr/">http://bbs.karatekin.edu.tr/</a>  Main catalogue: <a href="http://bbs.karatekin.edu.tr/default.aspx">http://bbs.karatekin.edu.tr/default.aspx</a>  Courses in English: <a href="http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin">http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin</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
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> 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>
TR CANKIRI01	Specialist Tayfur UYSAL Tel:+90 (376)213 08 07  <a href="mailto:utayfur@karatekin.edu.tr">utayfur@karatekin.edu.tr</a>	Student insurance:  <a href="http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin">http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin</a>

## 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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<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> 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>
<b>TR CANKIRI01</b>	Specialist Tayfur UYSAL Tel:+90 (376)213 08 07 <a href="mailto:utayfur@karatekin.edu.tr">utayfur@karatekin.edu.tr</a>	<a href="http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin">http://erasmus.karatekin.edu.tr/student-mobility-231-sayfasi.karatekin</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>3</sup>
<b>PL TORUN01</b>	<b>Prof. dr hab. Jacek Gzella</b> <b>Dean of the Faculty of History</b>		DZIEKAN Wydziału Nauk Historycznych <i>J. Gzella</i> prof. dr hab. Jacek Gzella
<b>TR CANKIRI01</b>	<b>Prof. Dr. Ali Ibrahim SAVAS</b> <b>Rector</b>	02.03.2016 <i>Ali Ibrahim Savas</i>	

<sup>3</sup> Scanned signatures are accepted