



## Erasmus+ Programme

### Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2019-2020 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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Kilis 7 Aralık University</b>	<b>TR KILIS01</b>	Mr. Zeynel Amac The Assistant to the Erasmus+ Coordinator Tel: +90 348 814 2666 Ex: 1917/1347 Fax: +90 348 813 93 24 zamac@kilis.edu.tr, erasmus@kilis.edu.tr	Official Erasmus+ Website: <a href="http://erasmus.kilis.edu.tr/EN">http://erasmus.kilis.edu.tr/EN</a>  ECTS Catalogue: <a href="http://erasmus.kilis.edu.tr/sayfa/4410/course-catalog">http://erasmus.kilis.edu.tr/sayfa/4410/course-catalog</a>
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	<b>PL TORUN01</b>	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>Katarzyna Fus</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</b> <b>Błaszczak</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; placements	ERASMUS incoming information: <a href="https://www.umk.pl/en/erasmus/">https://www.umk.pl/en/erasmus/</a> Lecture catalogue: <a href="https://www.umk.pl/en/erasmus/courses/">https://www.umk.pl/en/erasmus/courses/</a> <a href="https://ects.umk.pl/en/">https://ects.umk.pl/en/</a> Semester dates: <a href="https://www.umk.pl/en/erasmus/students/">https://www.umk.pl/en/erasmus/students/</a>
Faculty of Humanities	<b>PL TORUN01</b>	<b>Faculty coordinator:</b> Prof. Zbigniew Nerczuk Faculty of Humanities Erasmus Co-ordinator Fosa Staromiejska 1a 87-100 Toruń Poland Tel. (+48) 56 611 36 23 Fax. (+ 48) 56-611-36-32	English version <a href="http://www.hum.umk.pl/category/erasmus-incoming/">http://www.hum.umk.pl/category/erasmus-incoming/</a>  Polish version <a href="http://www.hum.umk.pl/">http://www.hum.umk.pl/</a>

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

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.



## B. Mobility numbers<sup>3</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 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 KILIS01	PL TORUN01	0314	Sociology and cultural studies	1 <sup>st</sup>	18 (3 students)	--
PL TORUN01	TR KILIS01	0314	Sociology and cultural studies	1 <sup>st</sup>	18 (3 students)	---

[\*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.]

## 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration*]	Staff Mobility for Training *
TR KILIS01	PL TORUN01			---	---
PL TORUN01	TR KILIS01			---	---

## 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 <sup>4</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR KILIS01		Turkish	English for some programs and courses for exchange students	English B1	English B2

<sup>3</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>)

<sup>4</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>



PL TORUN01		Polish	English	B2	B2
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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

##### TR KILIS01

1. If there are not enough students registered for the courses, the instructors usually do individual study with Erasmus+ students.
2. Incoming students can take up to 30 ECTS for each semester.
3. For the implementation of STA/STT mobilities, a letter of invitation issued by a K7AU departmental coordinator or Erasmus Office is required.
4. K7AU welcomes students and staff with disabilities and provides information and assistance. More information can be found at: <http://erasmus.kilis.edu.tr/sayfa/4405/incoming-students/disability-support>
5. Application documents received after application deadlines will not be accepted;
6. Application form and Learning Agreement should be filled in English
7. Student should mail Application Form, Learning Agreement (3 copies- signed and stamped by Erasmus coordinators) to **Diş İlişkiler Ofisi, Mehmet Sanli Mah. Dogan Gures Pasa Bulv. No:134 79000-Kilis/TURKEY**

##### 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)

#### 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 KILIS01	Nomination: 01 August Application : 20 August	Nomination: 30 November Application: 20 December
PL TORUN01	June, 1 <sup>st</sup>	November, 1 <sup>st</sup>

2. The receiving institution will send its decision within six weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement  
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one



academic year should be sent to the partner university. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

**TR KILIS01:**

- 1) Academic Calendar:
  - a) Fall (1<sup>st</sup>) Semester : Usually from 3<sup>rd</sup> week of September to 1<sup>st</sup> week of January.
  - b) Spring (2<sup>nd</sup>) Semester : Usually from 2<sup>nd</sup> week of February to 1<sup>st</sup> week of June.
- 2) Partner institution should send nominations to [erasmus@kilis.edu.tr](mailto:erasmus@kilis.edu.tr) specifying the name/s, field of study, academic year and semester, number of months, and e-mail address of the nominated student/s.

**3) PL TORUN01:**

- 4) 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>

- 5) The online application should be submitted by the students by the **1<sup>st</sup> of June or 1<sup>st</sup> of November.**

- 6) 2. The receiving institution will send its decision within 6 weeks.

7)

**8) Transcript of Records**

- 9) 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.

**10) Termination of the agreement**

- 11) 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 KILIS 01:** <http://erasmus.kilis.edu.tr/sayfa/4425/incoming-students/grading-system>

ECTS System		Kilis 7 Aralık University Grading System		
Best/Next	Grade	Grade	Score	Grading in 4.0
10%	A	AA	90-100	4
10%	B	BA	85-89	3.5
15%		BB	80-84	3.0
30%	C	CB	70-79	2.5
25%	D	CC	60-69	2.0
10%	E	DC	55-59	1.5
		DD	50-54	1.0
Fail	FX	FD	40-49	0.5
Fail	F	FF	0-39	0

**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
<b>TR KILIS01</b>	Tel: +90 348 814 2666 Ex: 1917/1347 Fax: +90 348 813 9324 <a href="mailto:erasmus@kilis.edu.tr">erasmus@kilis.edu.tr</a>	<a href="http://erasmus.kilis.edu.tr/sayfa/4401/incoming-students/visa-and-residence-permit">http://erasmus.kilis.edu.tr/sayfa/4401/incoming-students/visa-and-residence-permit</a> & <a href="https://www.evisa.gov.tr/en/">https://www.evisa.gov.tr/en/</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> 1 Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<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
<b>TR KILIS01</b>	Tel: +90 348 814 2666 Ex: 1917/1347 Fax. +90 348 813 93 erasmus@kilis.edu.tr	<a href="http://erasmus.kilis.edu.tr/sayfa/4400/incoming-students/medical-and-insurance">http://erasmus.kilis.edu.tr/sayfa/4400/incoming-students/medical-and-insurance</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.


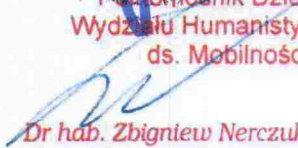
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>TR KILIS01</b>	Tel: +90 348 814 2666 Ex: 1917/1347 Fax. +90 348 813 93 erasmus@kilis.edu.tr	<a href="http://erasmus.kilis.edu.tr/sayfa/4402/incoming-students/accommodation">http://erasmus.kilis.edu.tr/sayfa/4402/incoming-students/accommodation</a>

\* Detailed information for incoming Erasmus students can be found at

<http://erasmus.kilis.edu.tr/dosyalar/K7AU%20Info%20Pack%20for%20Erasmus.pdf>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
<b>TR KILIS01</b>	<b>Prof. Dr. Mustafa Doğan KARACOSKUN</b> <b>Rector</b>	01.04.19	
<b>PL TORUN01</b>	Prof. Zbigniew Nerczuk Faculty of Humanities Coordinator for Mobility	21.03.2019	 Poznań, 21.03.2019 Wydział Humanistyczny ds. Mobilności Dr hab. Zbigniew Nerczuk, prof. UMK

<sup>5</sup> Scanned signatures are accepted