



Erasmus+ Programme

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

Inter-institutional agreement 2019-2021 between programme and partner 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 ¹ (email, phone, Website)
<i>Manisa Celal Bayar University (MCBU)</i>	TR MANISA01	<u>Head of International Office</u> Assist. Prof. Ms. Sühâl Şemşit suhâl.semsit@cbu.edu.tr <u>Erasmus Ins. Coordinator:</u> Devrim Zerengök devrim.zerengok@cbu.edu.tr <u>Erasmus Office:</u> İpek Yeniay erasmus@cbu.edu.tr Phone: +90 236 201 11 24-22-23 Fax : +90 236 201 14 48 Address : Manisa Celal Bayar University International Office Rektörlük Binası A Blok Şehit. Prof. Dr. İlhan Varank Yerleşkesi 45140 Manisa/ TÜRKİYE Erasmus Office
Faculty of Political Science and International Studies	TR MANISA01	Faculty coordinator: Faika ÇELİK, PhD faika.celik@gmail.com http://en.cbu.edu.tr/

Nicolaus Copernicus University	PL TORUN01	<p>International Programmes Office, Nicolaus Copernicus University</p> <p>ul. Gagarina 11, 87-100 Torun, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788</p> <p>Marta Wiśniewska (marta.wisniewska@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Katarzyna Fus (incoming@erasmus.umk.pl) - incoming students;</p> <p>Martyna Malec (malec@umk.pl) – outgoing students</p>
Faculty of Political Science and International Studies	PL TORUN01	<p>Faculty coordinator: Michał Piechowicz, PhD piechowicz@umk.pl ul. Batorego 39L 87-100 Torun</p> <p>https://www.wpism.umk.pl/en/</p>

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 *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies [average duration]
PL TORUN01	TR MANISA01	313, 316,	Political Science and civics, International relations	1 st 2 st	4x 5months = 20 months
TR MANISA01	PL TORUN01	312	0312: Political sciences and civics (14.1, 14.6 - 313)	1 st 2 st	4x 5months = 20 months

*[*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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [[SCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [t average duration ^]	Staff Mobility for Training
PL TORUN01	TR MANISA01	313, 316,	Political Science and civics, International relations – European studies,	1x 5 days	t.b.d.
TR MANISA01	PL TORUN01	312	Political sciences and civics (14.1, 14.6 - 313)	1x 5 days	t.b.d.

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 ²	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	English	Polish, English	English	B2 English B2 Polish	B2 English B2 Polish
TR MANISA01		English	Turkish	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution

² 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>

D. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

Information for disabled students at Manisa Celal Bayar University can be found here: www.cbu.edu.tr/eng

E. Calendar

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 1 application and nomination deadline	November 1 Application and nomination deadline
TR MANISA01	June 15th	November 15th

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

2. The receiving institution will send its decision within 5 weeks.
3. 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.
4. Termination of the agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. 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

Grading Scale at the Nicolaus Copernicus University: The following scale is used for all types of evaluations/examinations:

NCU follows the ECTS scheme, which mean 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 field is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst mark.

Moreover, students can also be marked with additional sign of +. It means half of point.

NCU Grade	ECTS Grade	Predicate
5	A	Excellent
4.5	B	Very good
4	C	Good
3.5	D	Satisfactory
3	E	Sufficient
2	F	Fail

TR MANISA 01: <http://en.international.cbu.edu.tr/international-students/grading-at-mcbu.16384.en.html>

Course Grade	Percentage	Coefficient
AA	90-100	4
BA	85-89	3.5
BB	80-84	3
CB	75-79	2.5
CC	70-74	2
DC	65-69	1.5
DD	60-64	1
FD	50-59	0.5
FF	49 and below	0

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	Katarzyna Fus (incoming students) incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/

TR MANISA01	Erasmus Office Ms. İpek YENİAY erasmus@cbu.edu.tr ipek.yeniay@cbu.edu.tr	International Office http://www.cbu.edu.tr/international/english/
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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	Katarzyna Fus (incoming students) incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/
TR MANISA01	Erasmus Office İpek YENİAY erasmus@cbu.edu.tr ipek.yeniay@cbu.edu.tr	International Office http://www.cbu.edu.tr/international/english/

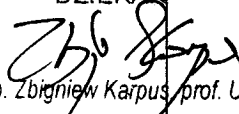
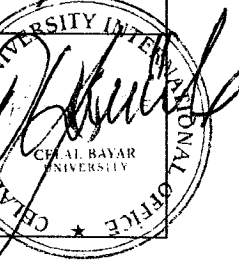
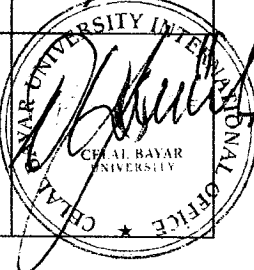
4. Housing

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
PL TORUN01	Katarzyna Fus incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/applying/application/
TR MANISA01	Erasmus Office İpek YENİAY erasmus@cbu.edu.tr ipek.yeniay@cbu.edu.tr ESN CBU Erasmus Student Network esncbu@esnturkiye.org	International Office http://www.cbu.edu.tr/international/english/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
PL TORUN01	Dr hab. Zbigniew Karpus, prof. UMK Dean Faculty of Political Science and International Studies		DZIEKAN  <i>dr hab. Zbigniew Karpus, prof. UMK</i>
TR MANISA01	Devrim ZERENGÖK, Erasmus+ Institutional Coordinator	17.07. 2019	 

³ Scanned signatures are accepted