

Erasmus+ Programme

Key Action 1

- Mobility for learners and staff - Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2021/²⁰²²2027² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Manisa Celal Bayar University (MCBU)	TR MANISA01	Erasmus Ins. Coordinator: Devrim Zerengök devrim.zerengok@cbu.edu.tr Phone: +90 236 201 11 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 Contact Person at Department:	Web-site www.cbu.edu.tr Course Catalogue www.ebs.cbu.edu.tr

Nicolaus Copernicus University in Torun	PL TORUN01	<p>International Programmes Office</p> <p>Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Torun, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA, STT)</p> <p>Małgorzata Grudzińska (Incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawl@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) - traineeships</p> <p>Faculty of Philosophy and Social Sciences Faculty Erasmus Coordinator: Dr hab. Stanisław Burdziej, prof. UMK, s.burdziej@umk.pl</p>	http://www.umk.pl/en/erasmus/students
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¹ Inter-institutional agreements can be signed by two or more higher education institutions.

² Higher Education Institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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.]

[mobility in the preceding academic year.]						
FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies	Student Mobility for Traineeship
				*	[total number of months of the study periods or average duration*]	S
						*
TR MANISA01	PL TORUN01	31, 32	Social and behavioral sciences, Journalism and information	1 st , 2 nd , 3 rd	2 sts*5 months	2 months * 2 sts
PL TORUN01	TR MANISA01	31, 32	Social and behavioral sciences, Journalism and information	1 st , 2 nd , 3 rd	2 sts*5 months	2 months * 2 sts

[*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.]

[Indicated if relevant]					
FROM	TO	Subject area code	Subject area name	Number of staff mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	*	*	Staff Mobility for Teaching	Staff Mobility for Training
		[ISCED]			*
[total number of days of teaching periods or average duration *]					
TR-MANISA01	PL-TORUN01	31,32	Social and behavioral sciences, Journalism and information	2* 1 week	Only by individual agreement

⁴Mobility 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>)

PL TORUN01	TR MANISA01	31,32	Social and behavioral sciences, Journalism and information	2* 1 week	Only by individual agreement
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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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR MANISA01		English	Turkish	B1	B2
PL TORUN01		English	Polish	B2	B2

* The language of instruction at the Nicolaus Copernicus University is Polish. Nevertheless, international students who wish to pursue studies within ERASMUS+ programme may find a number of modules in English. The list of courses in English: <https://www.umk.pl/en/erasmus/courses/>. Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Students should present a language certificate proving their language competences. We accept official proficiency language certificates or "internal" University proficiency tests (certified by a Language Teacher at the Sending Institution - you can download Language proficiency form from here: http://www.umk.pl/en/erasmus/downloads/Lg_requirements_Erasmus_plus.pdf). Important! Confirmations by private teachers are not valid.

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

[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]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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

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/erasmus/students/applying/disabled/>

Contact:

International Programmes Office in Torun, +48 56 6114928 incoming@erasmus.umk.pl
International Programmes Department in Bydgoszcz, +48 52 5853691,
erasmus@cm.umk.pl

Additional information on medical care at NCU in Torun is available at
<http://www.umk.pl/en/erasmus/life/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 Torun.

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

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
TR MANISA01	June 15th	November 15th

⁵ 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	June 1st	November 1 st
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[* to be adapted in case of a trimester system]

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/erasmus/students/applying/application>

- The receiving institution will send its decision within 6 weeks (approx.), PL TORUN01 within 5 weeks.
- 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
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. 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 MANISA 01:

http://www.cbu.edu.tr/international/english/?international=Grading_CBU

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

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 *za/*, 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 MANISA01	Erasmus Office devrim.zerengok@cbu.edu.tr erasmus@cbu.edu.tr	International Office http://www.cbu.edu.tr/international/english/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 incoming@erasmus.umk.pl 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 MANISA01	Erasmus Office İpek YENİAY erasmus@cbu.edu.tr devrim.zerengok@cbu.edu.tr	International Office http://www.cbu.edu.tr/international/english/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/issues/#A2

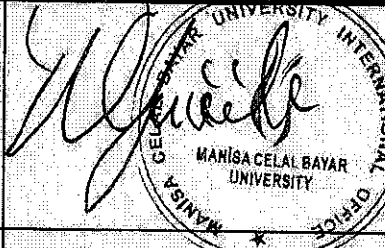
4. Housing

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
TR MANISA01	Erasmus Office erasmus@cbu.edu.tr ESN CBU Erasmus Student Network esn_cbu@esnturkey.org	International Office http://www.cbu.edu.tr/international/english/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
TR MANISA01	Erasmus Ins. Coordinator: Devrim Zerengök	11.01/ 2021	
PL TORUN01	Faculty Erasmus Coordinator Dr hab. Stanislaw Burdziej, prof. UMK	08.01.2021	