



Erasmus+ Programme

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

Inter-institutional agreement 2014-2020 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)
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/
Kafkas University	TR KARS01	Institutional Erasmus Coordinator: Assoc. Doç. Dr. Leyla Vatansever T.: +90 474 225 11 57 erasmus@kafkas.edu.tr Contact Person: Instructor Gülsüm Aktemur T.:+90 474 225 11 57 erasmus@kafkas.edu.tr	Home Page www.kafkas.edu.tr Course Catalogue: http://kbp.kafkas.edu.tr

Faculty of History	PL TORUN01	Faculty coordinator: Dr hab. Marcin Pawlak , e-mail: felix@umk.pl , tel. (56) 611-37-22 Institute of History and Archival Sciences, ul. Władysława Bojarskiego 1, 87-100 Toruń Department coordinator Prof. Dr Daniel Makowiecki makdan@umk.pl Institute of Archaeology, Szosa Bydgoska 44/48; 87-100 Toruń; tel. tel. +48 (56) 611 2349	
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B. Mobility numbers 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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study 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 for 1 ac. year*]	Student Mobility for Traineeships *
PL TORUN01	TR KARS01	225	Archaeology and History	1 st , 2 nd	2 (10)	2 students x5 months=15 th months
TR KARS01	PL TORUN01	225	Archaeology and History	1 st , 2 nd	2 (10)	2 students x5 months=15 th 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]	TO [Erasmus code]	Subject area code	Subject area name	Number of staff mobility periods
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of the sending institution]	of the receiving institution]	* [ISCED]	*	Staff Mobility for Teaching <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
PL TORUN01	TR KARS01	225	Archaeology and History	3 x 1 week	3 x 1 weeks
TR KARS01	PL TORUN01	225	Archaeology and History	3 x 1 week	3 x 1 weeks

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01		EN	PL	B2 English	B2 English
TR KARS01		TR	EN	B1 English	B1 English

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

University of Kafkas: N/A

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

International Programmes Department in Bydgoszcz, +48 52 5853691 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

- 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]
PL TORUN01	June, 1st	November, 1st
TR KARS01	June 15 th	November 15 th

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

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/erasmus/students/applying/application>

The online application should be submitted by the students by the **1st of June** or **1st of November**.

2. The receiving institution will send its decision within 5 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.

3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
PL TORUN01	September- February	February- June
TR KARS01	September- February	February- June

4. 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, given that the transcript form and all relevant course work documents have been submitted by the student..

5. 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."]

Information

1. Grading systems of the institutions

..... grading system

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.	

Kafkas University grading system

Coefficient	Local Grade	ECTS Grade	Evaluation	Grade
4.00	AA	A	Excellent	80 – 100
3.50	BA	B	Very Good	75 – 79
3.00	BB	B	Good	70 – 74
2.50	CB	C	Satisfactory	65 – 69
2.00	CC	D	Sufficient	60 – 64
1.50	DC	E	Pass on Probation	55 – 59
1.00	DD	E	Pass on Probation	50 – 54
0.50	FD	F	Fail	40 – 49
0.00	FF	F	Fail	0 – 39
	Z		Not Attended	
-	G		Pass	
-	K		Fail	
-	H		Make-up	
-	M		Exempt	

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	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

TR KARS01	Contact Person for student, teaching a staff mobility: Instructor Gülsüm Aktemur T.:+90 474 225 11 57 erasmus@kafkas.edu.tr	http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa
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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	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/guide/issues/#A2
TR KARS01	Contact Person for student, teaching a staff mobility: Contact Person: Instructor Gülsüm Aktemur T.:+90 474 225 11 57 erasmus@kafkas.edu.tr	http://dib.kafkas.edu.tr/en (Webpage, Office for International Relations)

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	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz	http://www.umk.pl/en/cooperation/mus/students/application/#Accommodation http://www.umk.pl/en/cooperation/e/accommodation/
TR KARS01	Contact Person: Instructor Gülsüm Aktemur T.: +90 474 225 11 57 erasmus@kafkas.edu.tr	http://dib.kafkas.edu.tr/en (Webpage, Office for International Relations)

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
PL TORUN01	Dean the Faculty of History Prof. Dr. hab. Jacek Gzella Institutional Erasmus Coordinator	19.06.2016	DZIEKAN Wydziału Nauk Historycznych prof. dr hab. Jacek Gzella
TR KARS01	Assoc. Prof. Dr. Leyla Vatansever Institutional Erasmus Coordinator	13/05/2016	