

Library science / documentation, archiving

## 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)
ATATÜRK UNIVERSITY	TR ERZURUM01	<b>Erasmus Institutional Coordinator</b> Prof. Dr. Fahri Yavuz <b>Academic Contact:</b> <b>Assoc. Professor</b> Hüseyin Odabaş <b>Assist. Professor</b> Malik Yılmaz  <a href="mailto:odabashuseyin@gmail.com">odabashuseyin@gmail.com</a> <a href="mailto:maliky@hotmail.com">maliky@hotmail.com</a> <a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:oiia@atauni.edu.tr">oiia@atauni.edu.tr</a>  Tel: +90-442-231-1058/3 +90-555-367-4746 +90-506-612-9681 Fax: +90-442-231-1039  Ataturk University Office of International Affairs Rectorate Building #409 25240 Erzurum/TURKEY	<a href="http://eobs.atauni.edu.tr/">http://eobs.atauni.edu.tr/</a>

<b>NICOLAUS COPERNICUS UNIVERSITY</b>	<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> (ewader@umk.pl) - Erasmus Institutional Coordinator (STA , STT) <b>Małgorzata Grudzińska</b> (incoming@erasmus.umk.pl) - incoming students; placements <b>Marta Wiśniewska</b> (mawi@umk.pl), <b>Marta Błaszczuk</b> (martasio@umk.pl) - 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, PhD</b> (wiewo@umk.pl) tel. +48 56 6112392, tel/fax +48 56 6114415	<a href="http://www.inibi.umk.pl/english">http://www.inibi.umk.pl/english</a>

### 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.

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject          area code</b> [ISCED]	<b>Subject area name</b>	<b>Study          cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	<b>Number of student mobility          periods</b> Student Mobility for Studies      Student Mobility for Traineeships  (total number of months of the study periods or average duration)	
TR ERZURUM01	PL TORUN01	0322	Library Science/Documentation, Archiving	1 <sup>st</sup> , 2 <sup>st</sup>	5X5=25 5 Students 5 Months	2X3=6 2 students 3 months
PL TORUN01	TR ERZURUM01	0322 06	Library Science/Documentation, Archiving  ICT	1 <sup>st</sup> , 2 <sup>st</sup>	5X5=25 5 Students 5 Months	2X3=6 2 students 3 months

[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 [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching <i>(total number of days of teaching periods or average duration)</i>	Staff Mobility for Training
TR ERZURUM01	PL TORUN01	0322	Library Science/Documentation, Archiving	2X5=10 2 Staff 5 Days	2X5=10 2 Staff 5 Days
PL TORUN01	TR ERZURUM01	0322 06	Library Science/Documentation, Archiving ICT	2X5=10 2 Staff 5 Days	2X5=10 2 Staff 5 Days

### 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 <i>(Minimum recommended level: B1)</i>	Staff Mobility for Teaching <i>(Minimum recommended level: B2)</i>
TR ERZURUM01	0322	ENGLISH	-	B1	B1
PL TORUN01	0322	English	-	B2	B2

### D. Additional requirements

**Atatürk University** has an online guide to welcome students and staff with disabilities:  
<http://eobs.atauni.edu.tr>

### 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)

- 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 ERZURUM01	June 15	November 30
PL TORUN01	June, 1st	November, 1st

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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]
4. 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

**Atatürk University:** <http://eobs.atauni.edu.tr>

#### **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	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 ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:oia@atauni.edu.tr">oia@atauni.edu.tr</a> +90-442-231-1058/3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a> (You can find information on this webpage about taking a student visa from Turkey)
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>

## **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 ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:oia@atauni.edu.tr">oia@atauni.edu.tr</a> +90-442-231-1058/3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. 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>

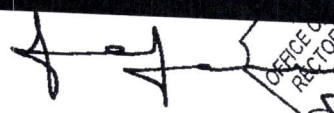
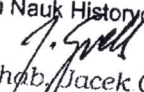
## **4. Housing**

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 ERZURUM01	<a href="mailto:erasmus@atauni.edu.tr">erasmus@atauni.edu.tr</a> <a href="mailto:eria@atauni.edu.tr">eria@atauni.edu.tr</a> --90-442-231-1058/3	<a href="http://eobs.atauni.edu.tr">http://eobs.atauni.edu.tr</a>
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/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>

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

Institution [Erasmus code]	Name, function	Date	Signature
TR ERZURUM01	Prof. Dr. Fahri YAVUZ <b>Erasmus Institutional Coordinator</b>	17.01.2014	
PL TORUN01	Prof. dr hab. Jacek Gzella <b>Dean of the Faculty of History</b>	28.01.2014	DZIEKAN Wydziału Nauk Historycznych  prof. dr hab. Jacek Gzella