



## Erasmus+ Programme

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

#### Inter-institutional agreement 2014/15-2020/21 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)
<b>Partner University</b>	D MAINZ01	ERASMUS Institutional Coordinator ERASMUS Programme Administrator ...see Annex D Mainz 01	ERASMUS incoming information:  See Annex D Mainz 01
<b>Partner University</b>		Departmental coordinator:  Dr. Lutz Baumann (Philosophy),  Dr. Eva Makarczyk-Schuster (Slav. Philology)	See Annex D Mainz 01
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> (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 Błaszczyk</b> (martaslo@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>

		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91  <b>Paulina Gyrkow</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a>
3 faculties, 4 fields	<b>PL TORUN01</b>	Faculty coordinators: see Apx. 1	

## 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.

### Student Mobility (SMS)

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]
<b>Partner University</b>	<b>PL TORUN01</b>				
<b>PL TORUN01</b>	<b>Partner University</b>				See Apx. 2

[\*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.]

### Staff Mobility (STA and STT)

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 Staff Mobility for Training *  [total number of days of teaching periods or average duration *]	
<b>Partner University</b>	<b>PL TORUN01</b>			See Apx. 2	
<b>PL TORUN01</b>	<b>Partner University</b>				

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>Partner University</b>				B 2	B 2
<b>PL TORUN01</b>		Polish	English	B2 <i>For Language Dept. – see APx.3</i>	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

### D. Additional requirements

**Partner University:**

#### **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.

<sup>1</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>

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 Torun.

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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>Partner University</b>	See Annex D Mainz 01	See Annex D Mainz 01
<b>PL TORUN01</b>	June, 1st	November, 1st

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

### **Partner University:**

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### **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/cooperation/erasmus/students/application>

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

2. The receiving institution will send its decision within 6 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.

## F. Information

### 1. Grading systems of the institutions

**Partner University:** See Annex D Mainz 01

#### ECTS Credits:

**GRADES:** The Student Exchange Office recommends the following grading equivalency table:


#### 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>Partner University</b>	See Annex D Mainz 01	See Annex D Mainz 01
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> 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>Partner University</b>	See Annex D Mainz 01	See Annex D Mainz 01
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> 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/#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
<b>Partner University</b>		
<b>PL TORUN01</b>	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)  erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<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 <sup>2</sup>
<b>Partner University</b>	Dr. Birgit Weiss, ERASMUS Institutional Coordinatr	29.11.2013	
<b>PL TORUN01</b>	Prof. dr hab. Beata Przyborowska Vice-Rector for Education*	03.12.2013	Profektor ds. Kształcenia  <i>dr hab. Beata Przyborowska, prof. UMK</i>

\* At PL TORUN01 single-subject agreements are signed by the dean of the respected faculty, while multi-subject agreements by the Vice-rector for Education.

<sup>2</sup> Scanned signatures are accepted

# Annex to Erasmus+ Inter-Institutional Agreement

## Institutional Factsheet

### Johannes Gutenberg-Universität Mainz, Campus Mainz

#### 1. Institutional Information

##### 1.1. Institutional details

Name of the Institution	Johannes Gutenberg-Universität Mainz
Erasmus Code	D MAINZ 01
EUC	Nr. 29716
Institution website	<a href="http://www.uni-mainz.de">http://www.uni-mainz.de</a>
Online course catalogue	<a href="https://jogustine.uni-mainz.de">https://jogustine.uni-mainz.de</a>

##### 1.2. Main contacts

Contact person	Ms Dr. Birgit Weiss
Responsibility	Central management of the ERASMUS+ programme Teaching Staff Mobility, Staff Mobility, Bilateral Agreements
Contact details	Phone: +49613139 22902 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>

Contact person	Ms Lenka Tucek
Responsibility	Central management of the ERASMUS+ programme Contact person for outgoing students
Contact details	Phone: +49613139 20039 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>

Contact person	Ms Silke Jennerich
Responsibility	Contact person for incoming students
Contact details	Phone: +49613139 26288 Fax: +49 6131 39 27018 Email: <a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>

#### 2. Detailed requirements and additional information

##### 2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	German	B1
Staff Mobility for Teaching	Any	German / English	B2

\* Level according to Common European Framework of Reference for Languages (CEFR)



<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

## 2.2. Additional requirements

JGU's Student Disabilities' Service offer assistance to help disabled students to complete their exchange period under the best possible conditions.

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

There is no nomination deadline. Applications must reach our institution by:

Winter term	July 15
Summer term	January 15

### 2.3.2. Decision Response

We will send our decision within 5 weeks.

### 2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has ended at our institution.

### 2.3.4. Termination of 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. 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."

## 3. Additional information

### 3.1. Grading system

Currently not available

### 3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	Ms Marta Marciniak-Gorski
Responsibility	Visa assistance for incoming students/staff
Contact details	Phone: +49 6131 3921225 Fax: +49 6131 3925548 - Email: <a href="mailto:service@international.uni-mainz.de">service@international.uni-mainz.de</a>
Website	<a href="http://www.international.uni-mainz.de/">http://www.international.uni-mainz.de/</a>

### 3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	N.N.
Responsibility	Contact person for incoming students/staff
Contact details	<a href="mailto:erasmus@international.uni-mainz.de">erasmus@international.uni-mainz.de</a>
Website	<a href="http://www.uni-mainz.de/studium/333_DEU_HTML.php">http://www.uni-mainz.de/studium/333_DEU_HTML.php</a>

### 3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	Ms Petra Volanakis
Responsibility	Housing arrangements
Contact details	<a href="mailto:international@studierendenwerk-mainz.de">international@studierendenwerk-mainz.de</a>
Website	<a href="http://sis-mainz.de/">http://sis-mainz.de/</a>

IIA ERASMUS+  
 PL TORUN01 - D MAINZ01  
 Years 2014 - 2021

Appendix 2

Code	Subject	Faculty at NCU	Nr at NCU	Partner	Students PL > DE	Months (sum)	Students DE > PL	Teachers PL > DE	Teachers DE > PL
23	Foreign languages / SLAV	WF	<b>WF/IFS/06/P</b>	D MAINZ01	2	12		1	1
23	Foreign languages / DE	WF	<b>WF/KFG/08/P</b>	D MAINZ01	2	12	2	1	1
222	History and archaeology	Historia	<b>WNH/17/P his</b>	D MAINZ01	2	12	2	1	1
223	Philosophy and ethics	Hum/filo	<b>WH/62/P</b>	D MAINZ01	2	10	2	1	1
					<b>8</b>	<b>46</b>	<b>6</b>	<b>4</b>	<b>4</b>