

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)
Universität Hamburg	D HAMBURG01	ERASMUS Institutional Coordinator Dr. Torsten Szobries Department of International Affairs, Mittelweg 177, D-20148 Hamburg, Germany Tel: + 49 40 42838-7932 Fax: +49 40 42838 77607 hochschulkoordination.erasmus@v erw.uni-hamburg.de For questions concerning incoming and outgoing students please refer to the contact person below	ERASMUS Incoming Information: www.uni-hamburg.de/ersteschritte http://www.uni-hamburg.de/ Course catalogue: https://www.stine.uni-hamburg.de/
Universität Hamburg	D HAMBURG01	Departmental coordinators: Law, Business Administration, Social Science Andrea Brückmann Universität Hamburg/University of Hamburg Fakultät Wirtschafts- und Sozialwissenschaften School of Business, Economics and Social Sciences International Office Leiterin/Director, Lz: 37 Von-Melle-Park 5	

		<p>D – 20146 Hamburg Tel: +49 40 42838 3624 Fax: +49 40 42838 9230 E-Mail: Andrea.Brueckmann@wiso.uni-hamburg.de Website: http://www.wiso.uni-hamburg.de</p> <p>History:</p> <p>ERASMUS-Büro der Fakultät für Geisteswissenschaften Julla Twesten</p> <p>Universität Hamburg c/o Institut für Germanistik II</p> <p>Von-Melle-Park 6 D-20146 Hamburg</p> <p>Tel.: +49 (0)40 42838-3648 Fax: +49 (0)40 42838-3553 erasmus.geisteswiss@uni-hamburg.de</p>	
<p>Uniwersytet Mikołaja Kopernika w Toruniu</p> <p><i>(Nicolaus Copernicus University in Toruń)</i></p>	PL TORUN01	<p>International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements</p> <p>Marta Wiśniewska (mawi@umk.pl), Marta Błaszczyk (martasio@umk.pl) - outgoing students; placements</p>	<p>ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/</p> <p>Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/</p> <p>Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/</p>
		<p>Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91</p> <p>Paulina Gyrkow e-mail: erasmus@cm.umk.pl</p>	<p>http://www.cm.umk.pl/en/</p>
4 faculties, 4 fields	PL TORUN01	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	TO	Subject area	Subject area	Study cycle [short]	Number of student mobility periods
[Erasmus]	[Erasmus]				

code of the sending institution]	code of the receiving institution]	code [ISCED]	name	cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies [total number of months of the study periods or average duration]
D HAMBURG01	PL TORUN01				
PL TORUN01	D HAMBURG01				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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D HAMBURG01	PL TORUN01			See Apx. 2	
PL TORUN01	D HAMBURG01				

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D Hamburg01		German		B1 (recommended: B2)	B2
PL TORUN01		Polish	English	B2	B2

¹ 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>

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

Universität Hamburg:

The sending university will screen and select candidates for exchange studies in accordance with its applicable rules and regulations. The receiving institution will accept the candidates selected by the sending institution if mutually acceptable academic and/or professional qualifications and standards are met. However, the receiving university has the right to make the final decision on the admission of candidates nominated for exchange. Admission to a specific course is subject to the exchange student being satisfactorily qualified for the chosen area of study and/or course level, and availability.

The Universität Hamburg welcomes students and staff with disabilities and has the infrastructure to support people with disabilities. Please contact the Institutional Coordinator to obtain further information concerning the support available in your respective institute or school. You will find information on the support available at <http://www.uni-hamburg.de/studieren-mit-behinderung.html>

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

Receiving Institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D Hamburg01	May 30 th	November 30 th
PL TORUN01	June, 1 st	November, 1 st

[* 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/cooperation/erasmus/students/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 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

Universität Hamburg (D Hamburg01):

Universität Hamburg does not fully comply with the ECTS grading system. The grading scheme usually comprises five levels (with numerical equivalents; intermediate grades may be given):

- "Sehr Gut" (1) = Very Good;
- "Gut" (2) = Good;
- "Befriedigend" (3) = Satisfactory;
- "Ausreichend" (4) = Sufficient;
- "Nicht ausreichend" (5) = Non-Sufficient/Fail.

The minimum passing grade is "Ausreichend" (4). Verbal designations of grades may vary in some cases and for doctoral degrees.

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
D HAMBURG01		http://www.uni-hamburg.de/internationales/studieren-an-der-uhh/einreisevisum_e.html
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.ms.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
D HAMBURG01		www.uni-hamburg.de/ersteschritte
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


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
D HAMBURG01		www.uni-hamburg.de/ersteschritte
PL TORUN01	<p>incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)</p> <p>erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)</p>	<p>http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</p> <p>http://www.umk.pl/en/cooperation/guide/accommodation/</p>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)


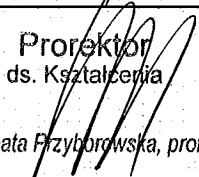
Institution [Erasmus code]	Name, function	Date	Signature ²
D HAMBURG01	Dr. Andrea Schultze, Head of International Department	03/12/2013	 <p>Universität Hamburg OFF KENSCHLICHKEIT DER LEHRE I DER BILDUNG Abteilung 5: Internationales Kooperationen Hochschulkoooperationen Mittelweg 177 • 20148 Hamburg</p>
PL TORUN01	Prof. dr hab. Beata Przyborowska Vice-Rector for Education*		

* 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.

² Scanned signatures are accepted

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D HAMBURG01		www.uni-hamburg.de/ersteschritte
PL TORUN01	<p>incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)</p> <p>erasmus@cm.umk.pl Tel. Collegium Medicum In Bydgoszcz (+48 52 585 3691)</p>	<p>http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</p> <p>http://www.umk.pl/en/cooperation/guide/accommodation/</p>

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Institution [Erasmus code]	Name, function	Date	Signature ²
D HAMBURG01	Dr. Andrea Schultze, Head of International Department	03/12/2013	 Universität Hamburg DER FÖRSCHUNG DER LEHRE DER BILDUNG Abteilung 5: Internationales Referat 51: Internationale Hochschulkooperationen Mittelweg 177 • 20148 Hamburg
PL TORUN01	Prof. dr hab. Beata Przyborowska Vice-Rector for Education*	11.12. 2013	 Prorektor ds. Kształcenia dr hab. Beata Przyborowska, prof. UMK

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**IIA ERASMUS+
PL TORUN01 - D HAMBURG01
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
41	Business and administration	Ekonomia	WNEiZ/07/P	D HAMBURG01	2	20	2	1	1
222	History and archaeology	Historia	WNH/15/P his	D HAMBURG01	2	12	2	1	1
314	Sociology and cultural studies	Hum/Soc	WH/11/P	D HAMBURG01	3	18	3	1	1
42	Law	WPiA	WPiA/09/P	D HAMBURG01	1	10	1		
					8	60	8	3	3