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)
European University Viadrina Frankfurt (Oder)	**D FRANKFU08**	Erasmus Institutional Coordinator Ms. Petra Weber phone: +49 / (0) 335 5534 2486 fax: +49 / (0) 335 5534 2535 e-mail: head-office@europa-uni.de	http://www.wiwi.europa-uni.de/de/studium/modulangebot/index.html
		Erasmus Departmental Coordinator Prof. Rowe rowe@europa-uni.de	
Uniwersytet Mikołaja Kopernika w Toruniu *(Nicolaus Copernicus University in Toruń)*	**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 Błaszczyk** (martaslo@umk.pl) -	ERASMUS incoming information: *http://www.umk.pl/en/cooperation/erasmus/* Lecture catalogue: *http://www.umk.pl/en/cooperation/erasmus/students/study/* Semester dates: *http://www.umk.pl/en/cooperation/guide/calendar/*

		outgoing students; placements	
Faculty of Law and Administration NCU Ul. Bojarskiego 3 87-100 Torun Poland	**PL TORUN01**	*Faculty coordinator:* *Dr Piotr Chrzczonowicz, pch@umk.pl* *Tel. +48 56 611 40 38,* *fax +48 56 611 40 02* *Vice dean for International Relations:* *Prof. dr Arkadiusz Lach,* *arkadl@umk.pl* *Tel. +48 56 611 40 02,* *fax +48 56 611 40 02*	*General information:* *http://www.law.umk.pl/index.php?lang=en#39* *Courses in English:* *http://www.law.umk.pl/index.php?lang=en#551*

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, 1st, 2nd or 3rd]*	Number of student mobility periods Student Mobility for Studies *[total number of months of the study periods or average duration]*
D FRANKFU08	**PL TORUN01**	10.0	Law	1st and 2nd	2x10=20
PL TORUN01	**D FRANKFU08**	*10.0*	*Law*	1st and 2nd	*2x10=20*

*[*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 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 FRANKFU08	**PL TORUN01**	10.0	Law	2x5=10	
PL TORUN01	**D FRANKFU08**	10.0	Law	2x5=10	

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 FRANKFU08		English	German	English OR German B1	B2
PL TORUN01		Polish	English	B2	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

D FRANKFU08: Students should:

- have finished their first year of Bachelor studies
- meet entry requirements for the selected courses

Other conditions may be stated in the bilateral agreement.

The Europa-Universität Viadrina has the infrastructure to welcome students and staff with disabilities.

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.

[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

- 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

  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

- 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 FRANKFU08	July 15th	July 15th
PL TORUN01	June, 1st	November, 1st

[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

2.

D FRANKFU08: Information on the ECTS-Grading system can be found here:
http://www.europa-uni.de/en/internationales/euvstudis/ects/index.html

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	Excellent
4,5 - 5	B	Very Good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	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 FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	http://www.europa-uni.de/en/internationales/internationals/praktinfos/visa.html
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A1 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
D FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	http://www.europa-uni.de/en/internationales/internationals/praktinfos/sonst.html
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	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 FRANKFU08	Incoming Coordinator; +49 (0) 335 5534 2365; students-in@europa-uni.de	http://www.europa-uni.de/en/internationales/internationals/praktinfos/wohnen.html Further on: http://www.studentenwerk-frankfurt.de/2011/
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommo

	(+48 56 611 4928)	dation http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[2]
D FRANKFU08	Petra Weber Director Department of International Affairs	30.10.2013	
PL TORUN01	Prof. dr Arkadiusz Lach, Vice-dean for International Relations at the Faculty of Law and Administration	31.10.13	PRODZIEKAN Dr hab. Arkadiusz Lach, prof. UMK

* 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