



## 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)
University of Tartu (UT)/Tartu Ülikool	EE TARTU02	<b>Institutional Coordinator:</b> Jaanika Haljasmäe International Student Service, Ülikooli 18, 50090 Tartu, Estonia; <a href="mailto:erasmus@ut.ee">erasmus@ut.ee</a> +3727375151  <b>Departmental Coordinator:</b> Prof Merle Muda Faculty of Law University of Tartu Näituse 20 Tartu 50409 Estonia <a href="mailto:Merle.Muda@ut.ee">Merle.Muda@ut.ee</a> +37 27 375 985	<a href="http://www.ut.ee/en/prospective-students/exchange-students">http://www.ut.ee/en/prospective-students/exchange-students</a>
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  <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT)  <b>Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming 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/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>

		<b>Marta Wiśniewska</b> (mawi@umk.pl), <b>Marta Błaszczuk</b> (martaslo@umk.pl) - outgoing students; placements	<a href="#">operation/guide/calendar/</a>
Faculty of Law and Administration	<b>PL TORUN01</b>	Faculty coordinator: Dr Piotr Chrzczonowicz, <a href="mailto:pch@umk.pl">pch@umk.pl</a> Tel. +48 56 611 40 38, fax +48 56 611 40 02 Vice dean for International Relations: Prof. dr Arkadiusz Lach, <a href="mailto:arkadl@umk.pl">arkadl@umk.pl</a> Tel. +48 56 611 40 02, fax +48 56 611 40 02	General information:  <a href="http://www.law.umk.pl/index.php?lang=en#39">http://www.law.umk.pl/index.php?lang=en#39</a>  Courses in English:  <a href="http://www.law.umk.pl/index.php?lang=en#551">http://www.law.umk.pl/index.php?lang=en#551</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.

##### 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>EE TARTU02</b>	<b>PL TORUN01</b>	380	Law	1 <sup>st</sup> and 2nd	2x10=20
<b>PL TORUN01</b>	<b>EE TARTU02</b>	380	Law	1 <sup>st</sup> 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  Staff Mobility for Training *  [total number of days of teaching periods *]	
<b>EE TARTU02</b>	<b>PL TORUN01</b>	380	Law	2x5=10 days/ 8 teaching hours	To be confirmed
<b>PL TORUN01</b>	<b>EE TARTU02</b>	380	Law	2x5=10 days/ 8 teaching hours	To be confirmed

### 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]
EE TARTU02		Estonian	English	English B2	English 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

#### EE TARTU02:

##### UT incoming students

UT incoming students are expected to participate in the orientation course prior beginning of the respective semester. More information about the course content can be found at: <http://www.ut.ee/en/orientation-course-international-students>.

Students need to register for the regular courses within the first two weeks of the semester. Course registration is better described at: <http://www.ut.ee/en/organisation-study>. Exchange students are required to complete at least **15 ECTS per semester**. Non-EU citizens, who need to apply for a temporary residence permit to study in Estonia, need to complete at least 22.5 ECTS per semester.

##### UT incoming staff

Incoming academic staff is kindly requested to fill in the registration form after their arrival to Tartu. The form can be found at <http://www.ut.ee/en/international/international-partners/erasmus-partners>, and should be submitted to International Student Service.

##### UT students and staff with disabilities.

UT's infrastructure for people with disabilities is described at <http://www.ut.ee/en/studies/practical/students-with-special-needs>. However, it is of utmost importance that prior hosting students and staff with disabilities, UT personnel in charge would be well informed of all the relevant necessities.

<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>

#### 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)

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>EE TARTU02</b> (application deadline)	May 1 – non EU citizens June 1 – EU citizens	November 1 – all applicants
<b>PL TORUN01</b>	June, 1st	November, 1st

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

#### EE TARTU02:

**Recommended nomination deadline for partner institutions:** a month before the application deadline (not compulsory to send a nomination).

UT, as the hosting institution, will send its decision within **4** weeks after the application deadline.



**A Transcript of Records** will be issued by UT, the hosting institution, no later than **4 weeks** after the assessment period has finished. Please note! Transcripts are issued only upon students' requests and not issued automatically.

**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**.

**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.

**2. 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**

**EE TARTU02:** <http://www.ut.ee/en/studies/study-regulations/credits>

**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	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
<b>EE TARTU02</b>	erasmusin@ut.ee	<a href="http://www.ut.ee/en/prospective-students/residence-permits">http://www.ut.ee/en/prospective-students/residence-permits</a>
<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="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>EE TARTU02</b>	erasmusin@ut.ee	<a href="http://www.ut.ee/en/prospective-students/health-insurance">http://www.ut.ee/en/prospective-students/health-insurance</a>
<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="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>EE TARTU02</b>	erasmusin@ut.ee	<a href="http://www.ut.ee/en/admissions/accommodation">http://www.ut.ee/en/admissions/accommodation</a>
<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="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>EE TARTU02</b>	Prof Jaan Ginter Dean of the Faculty of Law	14.11.2013	
<b>PL TORUN01</b>	Prof. dr Arkadiusz Lach, Vice-dean for International Relations at the Faculty of Law and Administration	19.12.2013	 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.

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