



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

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 ¹ (email, phone)	Website (eg. of the course catalogue)
University of Zagreb	HR ZAGREB 01	Tajana Nikolić Erasmus Institutional Coordinator Location: Zvonimirova 8 Address: Trg Marsala Tita 14 HR-10000 Zagreb, Croatia Phone: +385 1 46-98-165 Fax: +385 1 46-98-132 erasmus.coordinator@unizg.hr	http://www.unizg.hr/homepage/
Uniwersytet Mikołaja Kopernika w Toruniu Nicolaus Copernicus University in Torun	PL TORUN 01	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	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>(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 (martaslo@umk.pl) - outgoing students; placements</p>	<p>Semester dates:</p> <p>http://www.umk.pl/en/cooperation/guide/calendar/</p>
<p>Faculty of Law and Administration</p> <p>Nicolaus Copernicus University</p>	PL TORUN 01	<p>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</p>	<p>General information:</p> <p>http://www.law.umk.pl/index.php?lang=en#39</p> <p>Courses in English:</p> <p>http://www.law.umk.pl/index.php?lang=en#551</p>

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.

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods]	Student Mobility for Traineeships *
PL TORUN 01	HR ZAGREB 01	380	Law	1 st , 2 nd	20 (4 students x 5 months)	
HR ZAGREB 01	PL TORUN 01	380	Law	1 st , 2 nd	20 (4 students x 5 months)	

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]</i>	Staff Mobility for Training *
PL TORUN 01	HR ZAGREB 01	380	Law	10 days	
		99	Administrative		Tbc upon individual request
HR ZAGREB 01	PL TORUN 01	380	Law	10 days	
		99	Administrative		Tbc upon individual request

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 ²	
				Student Mobility for Studies	Staff Mobility for Teaching
HR ZAGREB 01		Croatian	English	B2	B2
PL TORUN 01		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]*.

² 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>

D. Additional requirements

HR ZAGREB01: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: incoming@unizg.hr

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. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HR ZAGREB01:	10 May	10 November
PL TORUN 01	June, 1st	November, 1st

2. The receiving institution will send its decision within 6 weeks.
3. 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.

4. Termination of the 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."]

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.

F. Information

1. Grading systems of the institutions

HR ZAGREB 01:

[http://international.unizg.hr/international_students/exchange_students/academic information](http://international.unizg.hr/international_students/exchange_students/academic_information)

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
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
PL TORUN 01	incoming@erasmus.umk.pl Tel. +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
HR ZAGREB01	incoming@unizg.hr , 00385 (0)1 4698105	http://international.unizg.hr/international_students/exchange_students/before_coming_to_zagreb
PL TORUN 01	incoming@erasmus.umk.pl Tel. + 48 56 611 4928	http://www.umk.pl/en/cooperation/guide/issues/#A2


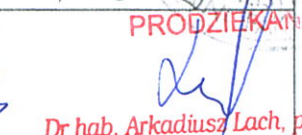
4. Housing

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
HR ZAGREB01	vlado.levak@sczg.hr	http://international.unizg.hr/international_students/exchange_students/student_services/housing
PL TORUN 01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ³
HR ZAGREB 01	Prof.dr.sc. Hrvoje Sikirić Dean*	25/10/2013	
PL TORUN 01	Prof. Dr Arkadiusz Lach, Vice dean for International Relations	29/10/13	 PRODZIEKAN Dr hab. Arkadiusz Lach, prof. UMK

* According to the Article 21 of the Statute, University of Zagreb, in the 15th session of the 344th academic year (2012/2013), held on 11 July 2013 University Senate reached a Decision that all the agreements relevant to one faculty or academy can be signed by the Dean of the relevant academy/faculty

* 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.

³ Scanned signatures are accepted