



## Erasmus+ Programme

### Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup> between programme countries

[Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Mikołaja Kopernika w Toruniu	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> (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 Błaszczuk</b> (martaslo@umk.pl) – outgoing students; placements Faculty coordinator: dr hab. <b>Anna Goc</b> (goc@umk.pl) tel 48 608300311	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>
Technische Universität Braunschweig	D BRAUNSC01	Institutional Coordinator: <b>Björn Mehlhorn</b> International Office, Bültenweg 74/75, 38106 Braunschweig T: +49 531 391 4373 F: +49 531 391 4332 <a href="mailto:b.mehlhorn@tu-bs.de">b.mehlhorn@tu-bs.de</a>	<a href="http://www.tu-braunschweig.de">http://www.tu-braunschweig.de</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 <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*]	Student Mobility for Traineeship S *
PL TORUN01	D BRAUNSC01	443	Environmental Science, Ecology	1 <sup>st</sup>	2x10=20	
				2 <sup>nd</sup>	1x10=10	
D BRAUNSC01	PL TORUN01	443	Environmental Science, Ecology	1 <sup>st</sup>	2x10=20	
				2 <sup>nd</sup>	1x10=10	

[\*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 *
PL TORUN01	D BRAUNSC01				
D BRAUNSC01	PL TORUN01				

## 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:

<sup>5</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01		English	Polish	B2 English or Polish	B2 English or Polish
D BRAUNSC01		German	English	B1 German or English	B1 German or English

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

## D. Additional requirements

At D BRAUNSC01

For the application procedure please consult the Website:  
<https://www.tu-braunschweig.de/international/incomings/exchange/application>.

Applicants for Courses in Psychology and Pharmacy have to present a German Language Certificate B1 on the time of the application.

Applicants for Mechanical Engineering Exchanges need to have a GPA of approx. 2.5 in the Braunschweig Grading System (between Good and Satisfactory) at the time of Application.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL TORUN01	01 June	01 November
D BRAUNSC01	01 June- students from non-EU countries, 15 July – students from EU	1 December – students from non-EU countries, 15 January – students from EU

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

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

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

<sup>6</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>

## F. Information

### 1. Grading systems of the institutions

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

#### At D BRAUNSC01

Grade	Definition
1,0 – 1,3	VERY GOOD: outstanding performance
1,7 – 2,3	GOOD: above the average standard but with some errors
2,7 – 3,3	SATISFACTORY: generally sound work with a number of notable errors
3,7 – 4,0	SUFFICIENT: performance meets the minimum criteria
4,3 – 5,0	FAIL: Substantial improvement necessary; requirement of further work

#### At 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.

Nicolaus Copernicus University	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
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> T +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>
D BRAUNSC01	<a href="mailto:exchange@tu-braunschweig.de">exchange@tu-braunschweig.de</a> T +49 531 391 4375	<a href="https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</a>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



### 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
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> T +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>
D BRAUNSC01	<a href="mailto:exchange@tu-braunschweig.de">exchange@tu-braunschweig.de</a> T +49 531 391 4375	<a href="https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</a>

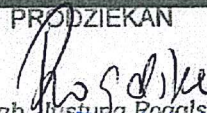

### 4. Housing

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
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> T +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>
D BRAUNSC01	<a href="mailto:exchange@tu-braunschweig.de">exchange@tu-braunschweig.de</a> T +49 531 391 4375	<a href="https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html">https://www.tu-braunschweig.de/international/incomings/exchange/preparation/index.html</a>

### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
PL TORUN01	dr hab. Justyna Rogalska - vice Dean of Fac. Biol. & Environ. Protect.		PRODZIEKAN  Dr hab. Justyna Rogalska
D BRAUNSC01	Björn Mehlhorn - ERASMUS Institutional Coordinator	09.01.14	 Technische Universität Braunschweig Der Präsident International Office

<sup>8</sup> Scanned signatures are accepted