



# Erasmus+ Programme

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional agreement 2014-2021 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 (email, phone)	Website (eg. of the course catalogue)
<b>Friedrich Schiller University of Jena</b>	D-JENA01	<b>Institutional Coordinator:</b> Jana Blumenstein, M.A. Fuerstengraben 1 07743 Jena, Germany Tel: +49-3641-931163 Fax: +49-3641-931162 Email: international@uni-jena.de	<a href="http://www.uni-jena.de/en/International_Office.html">http://www.uni-jena.de/en/International_Office.html</a>
		<b>Departmental Coordinator Business&amp; Economics:</b> Katja ZEIDLER, Dipl.-Hdl. Departmental International Office School of Economics and Business Administration Friedrich Schiller University of Jena Carl-Zeiss-Strasse 3 - Room 4.131 07743 Jena, GERMANY Phone +49 (0)3641 943030 / Fax +49 (0)3641 943032 Email: <a href="mailto:Katja.Zeidler@uni-jena.de">Katja.Zeidler@uni-jena.de</a>	<a href="http://www.dio.uni-jena.de/">http://www.dio.uni-jena.de/</a>
		<b>Departmental Coordinator Intercultural Business</b>	<a href="http://www.iwk-">http://www.iwk-</a>

		<b>Communications:</b> Dr. Fergal Lenehan e-mail: <a href="mailto:fergal.lenehan@uni-jena.de">fergal.lenehan@uni-jena.de</a>	<a href="http://jena.de/">jena.de/</a>
<b>Nicolaus Copernicus University of Torun</b>	<b>PL_TORU N01</b>	Ewa Derkowska-Rybicka ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator Małgorzata Grudzińska, Diana Wobolewicz ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) – incoming students; Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), Marta Słomińska ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) – outgoing students; Ewa Rutkowska, Katarzyna Szulc ( <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> ) – incoming and outgoing students (Collegium Medicum in Bydgoszcz) International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 And: dr Maciej Pławski (Faculty of German Philology - Coordinator) ( <a href="mailto:plawski@umk.pl">plawski@umk.pl</a> )	

## B. Mobility numbers per academic year

### Student Mobility

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 Traineeships *
DE JENA01		09.0 (222)	Language s and Philologic al Sciences	1 <sup>st</sup> ,2 <sup>nd</sup>	2x6 = 12	-
	DE JENA01	09.0 (222)	Language s and Philologic al Sciences	1 <sup>st</sup> ,2 <sup>nd</sup>	2x6 = 12	

### Staff Mobility (Teaching, Training)

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 *
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D		09.1 (2221)	Modern EU Languages	2 weeks	-
	D	09.1 (2221)	Modern EU Languages	2 weeks	

### 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 instruc- tion 1	Languag e of instruc- tion 2	Recommended language of instruction level	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
D-JENA01		German	English	B2 recommended	B2 recommended
PL_TORUN 01		German	English	B2 recommended	B2 recommended

For more details on the language of instruction recommendations, see the course catalogue of each institution.

### D. Additional requirements

Although University of Jena has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, some infrastructures may not be adequate. The University of Jena would advise to provide as much information ahead of time in order to inform the student/staff of the feasibility of the mobility.

Information for incoming students (incl. application procedure) can be found here: [http://www.uni-jena.de/en/guest\\_studies.html](http://www.uni-jena.de/en/guest_studies.html)

Information about the Departmental International Office of the School of Economics can be found here: <http://www.dio.uni-jena.de/en/Students/Incoming/Academic+Information.html>

Information about the School of Economics and Business Administration can be found here: <http://www.wiwiss.uni-jena.de/index.html>

Master courses in business administration: [https://friedolin.uni-jena.de/download/modulkataloge/88\\_021\\_BWL.pdf](https://friedolin.uni-jena.de/download/modulkataloge/88_021_BWL.pdf)

Master courses in economics: [https://friedolin.uni-jena.de/download/modulkataloge/88\\_684\\_Econom.pdf](https://friedolin.uni-jena.de/download/modulkataloge/88_684_Econom.pdf)

Language courses – German as a foreign language: [http://www.uni-jena.de/en/German as a Foreign Language DaF.html](http://www.uni-jena.de/en/German%20as%20a%20Foreign%20Language%20DaF.html)

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D JENA01	Nomination: June 30 <sup>th</sup> Application: July 15 <sup>th</sup> <a href="http://www.uni-jena.de/en/how_to_apply.html">http://www.uni-jena.de/en/how_to_apply.html</a>	Nomination: December 31 <sup>st</sup> Application: January 15 <sup>th</sup> <a href="http://www.uni-jena.de/en/how_to_apply.html">http://www.uni-jena.de/en/how_to_apply.html</a>
PL_TORUN01	Nomination: June 30 <sup>th</sup> Application: July 15 <sup>th</sup> <a href="http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/">http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/</a>	Nomination: December 31 <sup>st</sup> Application: January 15 <sup>th</sup> <a href="http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/">http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/</a>

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution usually within 4 -8 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This Agreement becomes effective for the period indicated on the first page.

## F. Information

## **1. Grading systems of the institutions**

### **Friedrich Schiller University of Jena – general explanation**

[http://www.uni-jena.de/Internationales/Studium\\_in\\_Jena-p-228002/Kurzzeitstudium/ECTS\\_Informationen.html](http://www.uni-jena.de/Internationales/Studium_in_Jena-p-228002/Kurzzeitstudium/ECTS_Informationen.html)

### **School of Economics and Business Administration**

<http://www.dio.uni-jena.de/en/Students/Incoming/Grading.html>

### **Partner Institution**

## **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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D JENA 01	<a href="mailto:International@uni-jena.de">International@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_quest_studies_FAQ.html">http://www.uni-jena.de/en/guide_quest_studies_FAQ.html</a>  non-EU-nationals will have to apply for student visa before or after arrival
PL_TORUN01	tel.: 56 611-4929, 56 611-4928, 56 611-2246  fax: 56 611-4929, 56 611-2246  e-mail: <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> , <a href="mailto:outgoing@erasmus.umk.pl">outgoing@erasmus.umk.pl</a> , <a href="mailto:placement@erasmus.umk.pl">placement@erasmus.umk.pl</a>	<a href="http://www.umk.pl/wspolpraca/">http://www.umk.pl/wspolpraca/</a>



	<a href="mailto:us.umk.pl">us.umk.pl</a>	
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### **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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D JENA 01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a>  0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_quest_studies_FAQ.html">http://www.uni-jena.de/en/guide_quest_studies_FAQ.html</a>  accepted insurances: European Health Insurance Cards or German public student HI
PL_TORUN01	tel.: 56 611-4929, 56 611-4928, 56 611-2246  fax: 56 611-4929, 56 611-2246  e-mail: <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> , <a href="mailto:outgoing@erasmus.umk.pl">outgoing@erasmus.umk.pl</a> , <a href="mailto:placement@erasmus.umk.pl">placement@erasmus.umk.pl</a>	<a href="http://www.umk.pl/wspolpraca/">http://www.umk.pl/wspolpraca/</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
D JENA 01	<a href="mailto:international@uni-jena.de">international@uni-jena.de</a> 0049 3641 931166	<a href="http://www.uni-jena.de/en/guide_quest_studies_FAQ.html">http://www.uni-jena.de/en/guide_quest_studies_FAQ.html</a> <a href="http://www.stw-thueringen.de/english/housing/index.html">http://www.stw-thueringen.de/english/housing/index.html</a> Deadlines: January 31 <sup>st</sup> , July 31 <sup>st</sup>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
D-JENA01	Katja Zeidler (Departmental Exchange Coordinator) <b>School of Economics and Business Administration</b>	November <del>19, 2013</del> 7.01.2014	 FRIEDRICH-SCHILLER-UNIVERSITY JENA School of Economics and Business Administration International Office Carl-Zeiß-Straße 3 D - 07743 JENA
PL_TORUNO 1	Dean Prof. <b>Adam Bednarek</b> Faculty of Languages	16.12.2013	<b>DZIEKAN</b>  Dr hab. Adam Bednarek, prof.UMK 

1

<sup>1</sup> Scanned signatures are accepted