

Erasmus+ Programme

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

Inter-institutional¹ agreement 2014/15-2020/21 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
Fachhochschule Frankfurt am Main Frankfurt am Main University of Applied Sciences	D FRANKFU04	Adam Lipski Institutional Erasmus Coordinator Fachhochschule Frankfurt a.M. International Office Nibelungenplatz 1 D-60318 Frankfurt/ Germany ☎ +49 69 1533 2739 ☎ +49 69 1533 2475 ✉ lipski@aa.fh-frankfurt.de	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch.html
Uniwersytet Mikołaja Kopernika w Toruniu Nicolaus Copernicus University	PL TORUN01	Małgorzata Grudzińska Responsible for Student Exchange incoming@erasmus.umk.pl 00 48 56 611-49-28	http://www.umk.pl/en/cooperation/erasmus/students/study/courses_in_foreign_languages%20NCU.pdf

¹ Inter-institutional agreements can be signed by two or more higher education institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ per 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 (SMS)	Student Mobility for Traineeships *
					[total number of months of the study periods or average duration*]	
D FRANKU04	PL TORUN01	0413	Business Management, Economics	1 st	2 students/ 10 months (total)	
PL TORUN01	D FRANKU04	0413	Business Management, Economics	1 st	2 students/ 10 months (total)	

[*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 (STA)	Staff Mobility for Training (STT) *
				[total number of days of teaching periods or average duration*]	
D FRANKU04	PL TORUN01				
PL TORUN01	D FRANKU04				

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:

⁴ 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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D FRANKFU04	0413	English	German	EN B2 (req.) GE B2 (recomm.)	N/A
PL TORUN01	0413	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].

D. Additional requirements

D FRANKFU04

Staff Mobilities (STA/STT):

An official invitation is necessary to realize a staff mobility at D FRANKFU04. This can either happen as part of a staff week (international teaching week/ training week) or can be obtained individually through an authorized D FRANKFU04 member. In the latter case, the International Office of D FRANKFU04 should be notified.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D FRANKFU04	01 May (Application Deadline)	01 November (Application Deadline)
PL TORUN01	01 June	01 November

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

- D FRANKFU04 will send its decision within a maximum of 6 weeks.
PL TORUN01 will send its decision within 5 weeks.
- A Transcript of Records will be issued by D FRANKFU04 no later than 5 weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.
A Transcript of Records will be issued by PL TORUN01 no later than 5 weeks after the assessment period has finished
- Termination of the agreement

This Agreement will be effective upon signature through both parties. It shall remain in effect for the time period indicated above. It may be subject to revision or modification by prior mutual agreement. This may include the alteration of schedules, mobility numbers, etc. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. 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. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. The termination clauses must include

⁵ 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>




the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

F. Information

	D FRANKFU04	PL TORUN01
WWW for Incoming Students	<p>An orientation program will be provided. Updated information will be sent out to accepted students via e-mail. https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/welcomeprogram.html</p> <p>Incoming students are highly encouraged to sign up for the buddy program: https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/buddyprogram.html</p> <p>In addition, a semester-round program 'FRANKFURT ♥ YOU' is offered for international students: https://www.facebook.com/FRANKFURT.LOVES.YOU</p>	http://www.umk.pl/en/cooperation/erasmus/students/
WWW Course Catalog	http://www.fh-frankfurt.de/international/studieren-an-der-fh/austausch/coursesandgrades.html	http://www.umk.pl/en/cooperation/erasmus/students/study
Housing ³	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/livinginfrankfurt.html	http://www.umk.pl/en/cooperation/guide/accommodation/
Contact details	<p>Marion Kosmalla-Dorn Accommodation ☎ +49 69 1533 3842 ☎ +49 69 1533 2475 ✉ kosmalla@aa.fh-frankfurt.de</p>	incoming@erasmus.umk.pl
WWW Visa Information ⁴	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/visa_regulations.html	http://www.umk.pl/en/cooperation/guide/issues/#A1
Contact details	<p>Elisa Lange Incoming Exchange Students Advisor ☎ +49 69 1533 3847 ☎ +49 69 1533 2475 ✉ elange@aa.fh-frankfurt.de</p>	incoming@erasmus.umk.pl
WWW Insurance Information ⁵	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/health_insurance.html	http://www.umk.pl/en/cooperation/guide/issues/#A2
Contact details	<p>Elisa Lange Incoming Exchange Students Advisor ☎ +49 69 1533 3847 ☎ +49 69 1533 2475 ✉ elange@aa.fh-frankfurt.de</p>	incoming@erasmus.umk.pl
ECTS Users' Guide	https://www.fh-frankfurt.de/international/studieren_an_der_fh/austausch/coursesandgrades.html	http://www.umk.pl/en/cooperation/guide/grading/

WWW Students and Staff with Disabilities	Barrier-free access to D FRANKFU04 facilities is documented on this web page: http://fhffm.aida.h-da.de/fhffm/zugaenge/uebersicht.html	http://www.umk.pl/en/cooperation/erasmus/students/disabled/
Contact Details	<p>Elisa Lange Incoming Exchange Students Advisor ☎ +49 69 1533 3847 ✉ +49 69 1533 2475 ✉ elange@aa.fh-frankfurt.de</p> <p>Prof. Dr.-Ing. Udo Hinterwaller Representative for Individuals with Special Needs ☎ +49 69 1533 2316 ✉ udohinte@fb1.fh-frankfurt.de</p>	incoming@erasmus.umk.pl

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^a
D FRANKFU04	Adam LIPSKI, Erasmus Institutional Coordinator	15.01.2014	 
PL TORUN01	Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr. hab. Jerzy Boehlke, prof. UMK	01.12.2013	Prodziekan ds. Rozwoju i Współpracy z Zagranicą  Dr hab. Jerzy Boehlke, prof. UMK



^a Scanned signatures are accepted