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)
VYSOKÉ UČENÍ TECHNICKÉ BRNO UNIVERSITY OF TECHNOLOGY Antonínská 1, 601 90 Brno Czech Republic	CZ BRNO01	Erasmus Institutional Coordinator: Foreign Department Bc. Tomáš Lády lady@ro.vutbr.cz +420541145145	http://www.vutbr.cz/en/inte rnational
FACULTY OF CHEMISTRY Purkyňova 118, 612 00, Brno, Czech Republic FACULTY OF BUSINESS AND MANAGEMENT FACULTY OF INFORMATION TECHNOLOGY	CZ BRNO01	Erasmus Departmental Coordinator (and person responsible for agreement) Mgr. Alena Sýkorová Contact: International Office sykorova@fch.vutbr.cz +420541149346 Mgr. Marta Průdková Prudkova@fbm.vutbr.cz Ing. Michaela Studená Extrnal Relations Office studena@fit.vutbr.cz	http://www.fch.vutbr.cz/en/ study-informations/instruction-for-erasmus-students.html http://www.fch.vutbr.cz/en/ faculty/contacts.html http://www.fbm.vutbr.cz/ http://www.fit.vutbr.cz/a dmissions/short.php.en
UniwersytetMik olajaKopernika 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 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus InstitutionalCoordinator (STA , STT)	ERASMUS incominginformation: http://www.umk.pl/en/co operation/erasmus/ Lecturecatalogue: http://www.umk.pl/en/co

		MalgorzataGrudzińska (Incoming@erasmus.umk.pl) – Incoming students; placements **Marta Wiśniewska** (mawi@umk.pl), **Marta Błaszczyk** (martaslo@umk.pl) – outgoing students; placements	operation/erasmus/stude nts/study/ Semester dates: http://www.umk.pl/en/co operation/guide/calendar/
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 **Paulina Gyrkow** e-mail: erasmus@cm.umk.pl	http://www.cm.umk.pl/en /
▓▓▓▓▓▓ ▓▓▓▓	**PL TORUN01**	▓▓▓▓▓▓▓▓▓▓▓	

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, 1st, 2nd or 3rd]	Number of student mobility periods Student Mobility for Studies *[total number of months of the study periods or average duration]*
CZ BRNO01	PL TORUN01				See Apx.2
PL TORUN01	CZ BRNO01				▓▓▓▓▓▓▓

[*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.]

Staff Mobility (STA and STT)

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 *
CZ BRNO01	PL TORUN01			See Apx.2	
PL TORUN01	CZ BRNO01			▓▓▓▓▓▓	

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[1]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ BRNO01		English	English	B1	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

Partner University:

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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 theSection 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 6114928Incoming@erasmus.umk.pl
    International Programmes Department in Bydgoszcz, +48 52 5853691 erasmus@cm.umk.pl

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[1]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

Additional information on medical care at NCUin Torunis 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 Torun.
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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
CZ BRNO01	Winter semester: 31 May (It is deadline for electronic documents; stamped and signed version of the documents is supposed to be sent as soon as possible after this term)	Summer semester: 15 November (It is deadline for electronic documents; stamped and signed version of the documents is supposed to be sent as soon as possible after this term)
PL TORUN01	June, 1st	November, 1st

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

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.

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.

4

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

CZ BRNO 01:

ECTS system

The ECTS grading scale is used for study evaluation:

ECTS	POINTS	GRADES IN NUMBERS	NOTE		
A	100 – 90	1	excellent	výborně	výborně (1)
B	89 - 80	1,5	very good	velmi dobře	velmi dobře (2)
C	79 - 70	2	good	dobře	
D	69 - 60	2,5	satisfactory	uspokojivě	dobře (3)
E	59 - 50	3	sufficient	dostatečně	
F	49 - 0	4	failed	nevyhovující	nevyhovující (4)

ECTS 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.orzaliczenie*(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	Very Good
4,5	B	Better than good
4	C	Good
3,5	D	Better than satisfactory
3	E	Satisfactory
2	F	Unsatisfactory / 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
CZ BRNO01	FCH: Alena Sýkorová: sykorova@fch.vutbr.cz FIT: Michaela Studená: studena@fit.vutbr.cz FBM: Mgr. Marta Průdková Prudkova@fbm.vutbr.cz	http://www.vutbr.cz/en/studies/inform ation-on-visa
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/gui de/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:

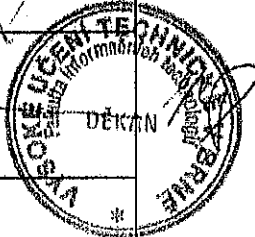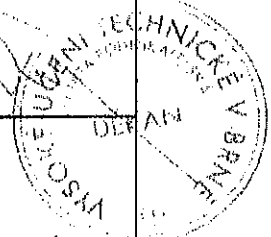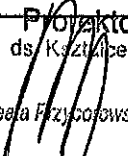| Institution [Erasmus code]	Contact details (email, phone)	Website for information
CZ BRNO01		http://www.vutbr.cz/en/studies/ects-catalogue/insurance
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/cooperation/guide/issues/#A2

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
CZ BRNO01	Halls of Residence and Dining Services of BUT	http://www.vutbr.cz/en/studies/ects-catalogue/accommodation-and-meals
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	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[2]
CZ BRNO01	Faculty of Chemistry prof. Jaromír Havlica dean	10.12.2013	
CZ BRNO01	Faculty of Information Technology Assoc. Prof. Jaroslav Zendulka dean	13 -01- 2014	
CZ BRNO01	Faculty of Business and Management Assoc. Prof. Stanislav Škapa dean	13 -12- 2013	
PL TORUN01	Prof.dr hab. Beata Przyborowska Vice-Rector for Education*		

* 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.

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[2]Scanned signatures are accepted

IIA ERASMUS+
PL TORUN01 - CZ BRNO01
Years 2014 - 2021

Code	Subject	Faculty at NCU	Nr at NCU	Partner	Students PL > CZ	Months (sum)	Students CZ > PL	Teachers PL > CZ	Teachers CZ > PL
531	Chemistry	WCH/chem	WCH/21/P	CZ BRNO01	2	10	2	1	1
311	Economics	Ekonomia	WNEiZ/46/P	CZ BRNO01	2	20	2	1	1
48	Computer sciences	Informatyka		CZ BRNO01	2	10	2	1	1
					6	40	6	3	3