



Erasmus+ Programme

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

Inter-institutional agreement 2014/15-16/17 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)
University of Reading	UK READING01	ERASMUS Institutional Coordinator: Marcus Dowse, Email: m.a.dowse@reading.ac.uk Tel: +44 118 378 8322 ERASMUS Programme Administration: Erasmus & Study Abroad Office Email: studyabroad@reading.ac.uk Tel: +44 118 378 8504 /8323	ERASMUS incoming information: www.reading.ac.uk/studyabroad/incoming Lecture catalogue: www.reading.ac.uk/studyabroad/modules Semester dates:
		Departmental coordinator: Dr Aleks Pluskowski Email: a.g.pluskowski@reading.ac.uk Tel: Tel+44 (0) 118 378 5267	www.reading.ac.uk/archaeology
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	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 Institutional Coordinator (STA, STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students, placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students, placements	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
		Collegium Medicum in Bydgoszcz (medical sciences):	http://www.cm.umk.pl/en/

		International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl	
Faculty of History	PL TORUN01	<i>Faculty coordinator:</i> Prof. Dr Daniel Makowiecki makdan@umk.pl Institute of Archaeology, Szosa Bydgoska 44/48; 87-100 Toruń; tel. tel. +48 (56) 611 2349	

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)

	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 or average duration]
UK READING01	PL TORUN01	225	History and archaeology*	1 st , 2 nd , 3 rd	2 x 5 months=10 months
PL TORUN01	UK READING01	225	History and archaeology*	1 st , 2 nd , 3 rd	2 x 5 months=10 months

* Please note that at the University of Reading the disciplines of History and Archaeology are separate and distinct. The agreement is to send and receive students in Archaeology, unless there is explicit written permission provided in advance by the other discipline.

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 *
UK READING01	PL TORUN01	225	History and archaeology	Agreed in principle, but details to be confirmed at a later stage (TBC). Minimum 8 hrs per week.	
PL TORUN01	UK READING01	225	History and archaeology	Agreed in principle, but details to be confirmed at a later stage (TBC). Minimum 8 hrs per week.	

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]
UK READING01		English		Please see: www.reading.ac.uk/vso-erasmusapply.aspx	Recommended C1 – no certificate required.
PL TORUN01		Polish	English	B2	B2

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

PL TORUN01: 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

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.

UK READING01:

- A comprehensive Welcome and Orientation programme is offered to all students joining the Study Abroad Programme at Reading in the week preceding the start of the academic term. Practical information is provided

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>

about the University, living and studying in the UK, as well as a series of workshops, sessions and events. Details will be provided direct to participants prior to the start of their studies.

- The University of Reading has the infrastructure to welcome participants with disabilities in accordance of the requirement of the Erasmus Charter for Higher Education, providing that full disclosure is made at nomination stage in order that the appropriate support and guidance can be provided to the participant by the relevant authorities at the University of Reading. Partner institutions are advised to contact the University of Reading well before the nomination and application deadlines to ensure that all necessary arrangements can be made. The sending institution is responsible for covering all extra costs in connection with the exchange.
- Language learning can be provided through the provision offered by IWLP (www.reading.ac.uk/iwlp) and SACLL (www.reading.ac.uk/sacll).
- Details regarding the administration and organisation of Staff mobility can be found in the attached Annex provided by the University of Reading.

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]
UK READING01	Nomination: 01 May Application: 01 July	Nomination: 01 October Application: 01 November
PL TORUN01	June, 1st	November, 1st

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**.
- The receiving institution will send its decision within 6 weeks.

UK READING01:

- Details regarding nomination procedures can be found at <http://www.reading.ac.uk/studyabroad/incomingstudents/Howtoapply/vso-infoforstudyadvisors.aspx>
- Reading will send its decision to the applicant within 4 weeks of the submission and receipt of the full application and associated documentation
- A Transcript of Records will be issued by Reading no later than 5 weeks after date of submission of the relevant assessments or the end of the period of registration, whichever is later.

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

UK READING01:

ECTS Credits: Please see: www.reading.ac.uk/studyabroad/incoming/grades.

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	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
UK READING01	studyabroad@reading.ac.uk	www.reading.ac.uk/vso-erasmusapply.aspx
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/#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
UK READING01	insurance@reading.ac.uk	www.reading.ac.uk/studyabroad/incomingstudents/practicalinformation/vso-insurance.aspx
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


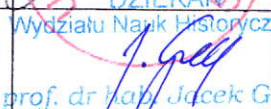
4. Housing

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
UK READING01	studyabroad@reading.ac.uk	www.reading.ac.uk/studyabroad/incomingstudents/accommodation/vso-accommodation.aspx Information about housing will be distributed to applicants by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.
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 (authorized representatives)

Institution [Erasmus code]	Name, function	Date	Signature
UK READING01	Marcus Dowse Erasmus+ Institutional Coordinator	12/2/2014	
PL TORUN01	Prof. dr hab. Jacek Gzella Dean the Faculty of History	17.02.2014	 DZIEKAN Wydziału Nauk Historycznych prof. dr hab. Jacek Gzella

* 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.

1. Institutional Information

1.1. Institutional details

Name of the institution	University of Reading
Erasmus Code	UK READING01
EUC	30250
Erasmus+ website	www.reading.ac.uk/studyabroad/incoming
Office responsible for mobility matters	Erasmus & Study Abroad Office Carrington Building, Whiteknights, University of Reading, Reading, RG6 6AU, UK
Institutional website	www.reading.ac.uk

1.2. Main institutional contacts

Contact person	Marcus Dowse
Position	Erasmus & Study Abroad Manager
Responsibility	Central management of the ERASMUS+ programme Primary contact person for Erasmus + partners
Contact details	Phone: +44 (0) 118 378 8322 Email: m.a.dowse@reading.ac.uk

Contact person	Mrs Yelena Ablava
Responsibility	Administration of incoming / outgoing students and staff mobility
Contact details	Phone: +44 (0) 118 378 8504 Email: studyabroad@reading.ac.uk

Contact person	Mrs Corinne Knott
Responsibility	Administration of incoming / outgoing students and staff mobility
Contact details	Phone: +44 (0) 118 378 8322 Email: studyabroad@reading.ac.uk

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level ¹
Student Mobility for Studies	Any	English	See: www.reading.ac.uk/vso-erasmusapply.aspx
Staff Mobility for Teaching	Any	English	Recommended equivalent of C1

Language learning can be provided through the provision offered by IWLP (www.reading.ac.uk/iwlp) and at SACLL (www.reading.ac.uk/sacll).

2.2. Module information

Information: www.reading.ac.uk/studyabroad/incomingstudents/whatcanistudy/vso-whatcanistudy.aspx.

Only modules listed at the above are available for selection unless permission has been provided by the Erasmus & Study Abroad Office for alternative modules to be selected. Modules listed on other parts of the University of Reading website are not available for selection. The list of module noted on the Erasmus & Study Abroad Office website is updated annually and is subject to change. The University of Reading reserves the right to amend its academic provision.

Information, including details regarding any restrictions on module selection, will be provided to the nominated students prior to their application. Further information is also noted on the module selection pages.

2.3. Methods of assessment

Each school at Reading sets its own default form of assessment, reviewed annually and approved by the relevant academic authorities at the University. Examination assessment takes place during the summer term.

Students who are not registered at the University for the summer term will be set an additional piece of assessment to replace the examination, as approved by the relevant academic authorities at the University. Students will be informed of the form of assessment by the academic department and the Erasmus & Study Abroad Office at the time they register onto the module, after arrival.

2.4. Students and Staff with Disabilities

The University of Reading has the infrastructure to welcome participants with disabilities in accordance of the requirement of the Erasmus Charter for Higher Education² providing that full disclosure is made at nomination stage in order that the appropriate support and guidance can be provided to the participant by the relevant authorities at the University of Reading. Partner institutions are advised to contact the University of Reading well before the nomination and application deadlines to ensure that all necessary arrangements can be made.

There are a small number of designed rooms in halls of residence available for students with disabilities, however availability is extremely limited and cannot be guaranteed to any student / member of staff.

2.5. Calendar

2.5.1. Academic Year

Information: www.reading.ac.uk/studyabroad/incomingstudents/practicalinformation/vso-practicalinformation.aspx.

2.5.2. Nomination Deadlines

Information regarding on students nominated must reach our institution by:

	Nomination deadline	Application deadline
Autumn term	01 May 2014	01 July 2014

¹ Level according to Common European Framework of Reference for Languages (CEFR)

² http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Information for institutions can be found on our website at:

www.reading.ac.uk/studyabroad/incomingstudents/Howtoapply/vso-infoforstudyadvisors.aspx

Details regarding application requirements can be found at: www.reading.ac.uk/vso-erasmusapply.aspx.

2.5.3. Decision Response

The University of Reading will normally send its decision regarding the application direct to the student within four (4) weeks of the submission and receipt by the Erasmus & Study Abroad Office of the full application and associated documentation, as stipulated at: www.reading.ac.uk/vso-erasmusapply.aspx.

For staff mobility the decision will be made by the representative of hosting department on the basis of the teaching / training programme submitted. The deadline for submission of the relevant agreement (teaching or training) will be mutually agreed by the relevant parties.

2.5.4. Transcripts of Records

A Transcript of Records will normally be issued by the University of Reading no later than five (5) weeks after date of submission of the relevant the assessment or the end of the period of registration at the University of Reading, whichever is later.

3. Additional information

3.1. Grading system

Details can be found at: www.reading.ac.uk/studyabroad/incoming/grades

3.2. Visa

The University of Reading will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.³ Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: www.reading.ac.uk/vso-erasmusapply.aspx

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.⁴ Information about all aspects of mobility will be organised and distributed to students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: www.reading.ac.uk/studyabroad/incomingstudents/practicalinformation/vso-insurance.aspx

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.⁵ Information about all aspects of mobility will be organised and distributed to

³ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

⁴ As above

⁵ As above

students (nominated, applicants and participants) by the Erasmus & Study Abroad Office, with the necessary detailed information, websites and contacts at Reading provided direct to the students at the appropriate time.

Details can be found at: www.reading.ac.uk/studyabroad/incomingstudents/accommodation/vso-accommodation.aspx

4. Staff mobility

- Participants should discuss their options with their International Office (or equivalent responsible for the management of the Erasmus+ programme) to ensure that there is a valid bilateral agreement in place, and that there is funds available to support the mobility.
- The host department at the University of Reading is responsible for organisational aspects of the mobility, and should be the primary contacts for participants for arrangements related to the mobility.

Teaching Staff mobility:

- Incoming teaching staff must be individually accepted by the relevant host department at the University of Reading. Acceptance is dependent on all parties (i.e. participant, sending institution and the host department at the University of Reading) agreeing in advance to the content of the candidate's teaching plan and the timing of the proposed teaching mobility.
- The host department can assist in providing information to participants regarding accommodation.
- Participants who require a visa to enter the UK need to inform the host department in advance of the mobility. The hosting department will be responsible for liaising with the Department of Human Resources at Reading to ensure that the appropriate process is followed.
- A representative of the hosting academic department at Reading should sign the teaching programme and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.

Staff Training mobility:

- Incoming staff participating on the staff training programme must be individually accepted by the relevant department willing to host the mobility. Acceptance is dependent on all parties (i.e. participant, sending institution and the host department at the University of Reading) agreeing in advance to the content of the candidate's training plan and the timing of the proposed training mobility.
- The host department will be responsible for providing information to participants regarding accommodation.
- Participants who require a visa to enter the UK need to inform the host department in advance of the mobility. The hosting department will be responsible for liaising with the Department of Human Resources at Reading to ensure that the appropriate process is followed.
- A representative of the hosting academic department at Reading should sign the training programme and provide confirmation of the duration of the visit, or any other information required, in line with the requirements of the Erasmus+ programme.