



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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 ³ (email, phone)	Website (eg. of the course catalogue)
Universität Duisburg - Essen	D ESSEN04	International Office Administrative Contact: Ira.terwyen@uni-due.de +49 201 1832032	http://www.lsf.uni-due.de Departmental Coordinator Neil Deane neil.deane@uni-due.de
Uniwersytet Mikolaja 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 Ewa Derkowska-	ERASMUS incoming Information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/

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

² Higher Education Institutions have to agree on the period of validity of this agreement

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

		Ryblicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska (Incoming@erasmus.umk. pl) - Incoming students; placements Marta Wiśniewska (mawl@umk.pl), Marta Błaszczyk (martasio@umk.pl) - outgoing students; placements	Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
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B. Mobility numbers⁴ 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]	Subj ect area code * [ISCE D]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [n _s of student(s) x months (total n _s of months)*]	Student Mobility for Traineeship * TBD= To be determined
D ESSEN04	PL TORUN01	222	Foreign languages	1 st 2 nd	2X9 (18)	
PL TORUN01	D ESSEN04	222	Foreign languages	1 st 2 nd	2X9 (18)	

[*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	TO	Subjec	Subject area	Number of staff mobility periods
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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>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	<i>t area code</i> * [ISCED]	<i>name</i> *	Staff Mobility for Teaching [n ^o of week(s) x n ^o of hours each week *] TBD= To be determined	Staff Mobility for Training * TBD= To be determined
D ESSEN04	PL TORUN01	222	Foreign languages	1 week	
PL TORUN01	D ESSEN04	222	Foreign languages	1 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	Language of instruction 3	Recommended language of instruction level ⁵	
					Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D ESSEN04		German	English		Good command in German/English B1 at least	B1/B2
PL TORUN01		English	German		B2	B2/C1

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.

⁵For 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>

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 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.

1. Applications/Information on nominated students must reach the receiving Institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D ESSEN04	June 1	December 1
PL TORUN01	June, 1st	November, 1st

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

2. The receiving institution will send its decision within 4 weeks.

D ESSEN04 will send its decision within approx. 1 month after application deadline.

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**.

PL TORUN01 will send its decision within 6 weeks.

3. **D ESSEN04:** A Transcript of Records will be issued after the assessment period has finished. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

PL TORUN01: A Transcript of Records will be issued after the assessment period has finished. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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

Grading System in D ESSEN04

ECTS

Description of the institutional grading system:

- 1,0 = sehr gut/ very good, excellent; (A)
- 1,3 = sehr gut/ very good, excellent (-); (A-)
- 1,7 = gut/ good (+); (B+)
- 2,0 = gut/ good; (B)
- 2,3 = gut/ good (-); (B-)
- 2,7 = befriedigend/ satisfactory (+); (C+)
- 3,0 = befriedigend/ satisfactory; (C)
- 3,3 = befriedigend/ satisfactory (-) (D+)
- 3,7 = ausreichend/ sufficient, low pass (+); (D)
- 4,0 = ausreichend/ sufficient, low pass (E)
- 4,3 - 6,0 = nicht bestanden/ unsatisfactory, failed

Grading System in 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	Predicate
5	A	Excellent
4,5 - 5	B	Very Good
4	C	Good
3,5	D	Satisfactory
3	E	Sufficient
2	F	Fall
Zal / pass	Participation; i.e. the student has successfully and regularly attended the course.	

3.2. Visa

Our institution will provide assistance, when required, i

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
D ESSEN04	Ira.terwyen@uni-due.de	http://www.uni-due.de/welcome-services/en/nde_registration.php

		(For EU-Citizens) http://www.uni-due.de/welcome-services/en/nde_fro.php (For non EU-Citizens)
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
D ESSEN04	Ira.terwyen@uni-due.de	http://www.uni-due.de/welcome-services/en/pl_doctor.php
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


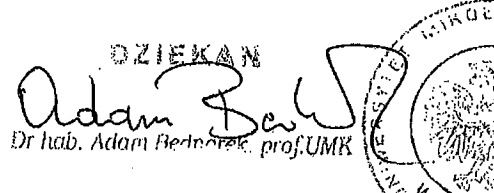
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D ESSEN04	buetau@stw.essen-	http://studentenwerk.essen- duisburg.de/modules.php?op=modloa

	<u>duisburg.de</u> Campus Duisburg <u>Albrecht@stw.esse- duisburg.de</u> Campus Essen	<u>d&name=News&file=article&sid=20</u>
PL TORUN01	<u>Incoming@erasmus.umk.pl</u> Tel. Toruń campus (+48 56 611 4928) <u>erasmus@cm.umk.pl</u> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<u>http://www.umk.pl/en/cooperation/erasm us/students/application/#Accommodation</u> <u>http://www.umk.pl/en/cooperation/guide/ accommodation/</u>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
D ESSEN04	Ms Petra Günther Institutional Coordinator	20.01.2014	
PL TORUN01	Prof. Adam Bednarek Dean: Faculty of Languages	25.11.13	<p>DZIEKAN</p> 

⁶Scanned signatures are accepted

The co-ordinator for Erasmus ***Incomings*** in the Department of Anglophone Studies is Dr. Astrid Klooth (Astrid.klooth@uni-due.de). She is in room R12 R04 A26 and her office hour is Mondays from 12 -13 (Tel:0049 201 2254/Fax:0049 201 4225).

Outgoing Erasmus students from your university should consult Astrid regarding academic matters and the signing of their learning agreements.

Ira Terwyen (ira.terwyen@uni-due.de) and the team in our International Office are responsible for other organisational matters such as registration, accommodation, events, etc.

Responsibility for coordinating our Erasmus Outgoings and Erasmus staff mobility from your university remains with me.(Neil Deane, Erasmus coordinator, Dept of Anglophone Studies)