



Nicolaus Copernicus University  
Faculty of Economic Sciences and Management

**HNU** HOCHSCHULE NEU-ULM  
UNIVERSITY  
OF APPLIED SCIENCES

# Erasmus+ Programme

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

## **Inter-institutional<sup>1</sup> agreement 2014-2021<sup>2</sup>** **between programme countries**

### **[Minimum requirements]<sup>3</sup>**

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**

<b>Name of the institution</b> (and department, where relevant)	<b>Erasmus code</b>	<b>Contact details<sup>4</sup></b> (email, phone)	<b>Website</b> (eg. of the course catalogue)
Neu-Ulm University of Applied Sciences	D ULM03	Verena Seitz (Head of the International Office), <a href="mailto:verena.seitz@hs-neu-ulm.de">verena.seitz@hs-neu-ulm.de</a> +49-731-9762-2100	<a href="https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/">https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<b>Nicolaus Copernicus University</b>	<b>PL TORUN01</b>	<b>International Programmes Office,</b> ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 <b>Ewa Derkowska-Rybicka (ewader@umk.pl)</b> – Erasmus Institutional Coordinator (STA , STT) <b>Małgorzata Grudzińska</b> - Incoming students; placements (Incoming@erasmus.umk.pl) <b>Marta Wiśniewska (mawi@umk.pl),</b> outgoing students; placements	<a href="http://www.umk.pl">http://www.umk.pl</a>
		<b>Faculty Erasmus Coordinator</b> Magdalena Kalinska Faculty of Economics Sciences and Management Ul Gagarina 13A 87-100 Torun, Poland email: erasmus@econ.umk.pl	

### B. Mobility numbers<sup>5</sup> 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]	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/months (total)	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Trainee- ships *
D ULM03	PL TORUN01	041	Business and Administration	1 <sup>st</sup>	2 (12)	
PL TORUN01	D ULM03	041	Business and Administration	1 <sup>st</sup>	2 (12)	

<sup>5</sup> 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>)

*[\*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/ number of days Staff Mobility for Teaching [teaching hours per week]	Staff Mobility for Training [number of days]
D ULM03	PL TORUN01	041	Business and Administration	1 week (8 teaching hours)	-
PL TORUN01	D ULM03	041	Business and Administration	1 week (8 teaching hours)	-

### 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 <sup>6</sup> Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D ULM03	All fields	English	German	B2	B2
PL TORUN01		English	Polish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

<sup>6</sup> 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>

## D. Additional requirements

### Neu-Ulm University of Applied Sciences:

The Neu-Ulm University of Applied Sciences (HNU) makes it possible for students and staff with a disability or who are chronically ill to take part in courses and university life, with equal rights and autonomously. The main building of the HNU can be accessed and used by persons with a handicap without any restrictions. HNU offers parking spaces reserved for disabled persons, access ramps, automatically controlled doors, lifts, and accessible toilets for those with a physical handicap. All lecture halls, seminar and PC rooms as well as the cafeteria and the library are accessible.

### Nicolaus Copernicus University

- 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/déan 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](mailto:incoming@erasmus.umk.pl)  
International Programmes Department in Bydgoszcz, +48 52 5853691  
[erasmus@cm.umk.pl](mailto: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](mailto: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. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D ULM03	1 <sup>st</sup> May	1 <sup>st</sup> December
PL TORUN01	1 June	1 November

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

2. **Neu-Ulm University of Applied Sciences** will send its decision within 5-6 weeks.  
**PL TORUN01:** will send its decision within 5-6 weeks.
3. **Neu-Ulm University of Applied Sciences:** A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished.  
**PL TORUN01:** 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.
4. Termination of the agreement

This agreement will take effect in the academic year 2014/15 being valid for a period of 7 years.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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 consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

Termination of the agreement will not be penalised. 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

#### Neu-Ulm University of Applied Sciences:

##### German Grades:

1.0 – 1.3	very good
1.7 – 2.3	good
2.7 – 3.3	satisfactory
3.7. – 4.0	sufficient
4.3 – 5.0	failed

##### ECTS Grades (applicable to final degrees):

A	best 10 %
B	next 25 %
C	next 30 %
D	next 25 %
E	next 10 %
FX / F	fail

#### PL TORUN01:

5	excellent
4+	very good
4	good
3+	satisfactory
2	failed

### 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 ULM03	Cornelia Haeusler <a href="mailto:cornelia.haeusler@hs-neu-ulm.de">cornelia.haeusler@hs-neu-ulm.de</a> +49-731-9762-2104	<a href="http://www.auswaertiges-amt.de/EN/Infoservice/FAQ/VisumFuerD/Uebersicht.html?nn=480902">http://www.auswaertiges- amt.de/EN/Infoservice/FAQ/Visum FuerD/Uebersicht.html?nn=480902</a>  (Federal Foreign Office)
PL TORUN01	<a href="mailto:Incoming@erasmus.umk.pl">Incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation /guide/issues/#A1</a>

### **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 ULM03	Cornelia Haeusler <a href="mailto:cornelia.haeusler@hs-neu-ulm.de">cornelia.haeusler@hs-neu-ulm.de</a> +49-731-9762-2104	<a href="https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance/">https://www.daad.de/deutschland/in-deutschland/regeln/en/8839-health-insurance/</a>  (German Academic Exchange Service)
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>

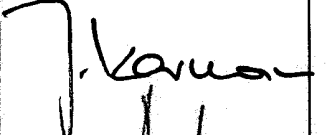
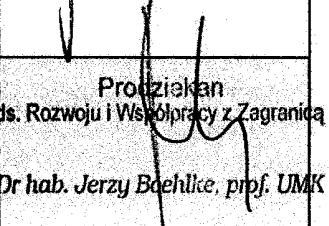
### **4. Housing**

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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
D ULM03	Cornelia Haeusler <a href="mailto:cornelia.haeusler@hs-neu-ulm.de">cornelia.haeusler@hs-neu-ulm.de</a> +49-731-9762-2104	<a href="https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/leben-in-neu-ulm/">https://www.hs-neu-ulm.de/en/internationales/wege-an-die-hnu/austauschstudierende/leben-in-neu-ulm/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
D ULM03	Prof. Dr. Julia Kormann, Vice President	10.03.2014	
PL TORUN01	Dr hab. Jerzy Boehlke, prof. UMK Prodziekan ds. Rozwoju i Współpracy z Zagranicą		 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

<sup>7</sup> Scanned signatures are accepted