



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)
University of Rostock International Office	D ROSTOCK 01	Institutional Coordinator Sören Koepp P.: +49 381 498 1209 auslandsamt@uni-rostock.de	http://www.uni-rostock.de/en/international/news/
Faculty of Economic and Social Sciences Institute of Politics and Administrative Sciences		Departmental Coordinator Dr. Friedhelm Meyer zu Natrup P.: + 49 381 498 43 60 friedhelm.meyer-zu-natrup@uni-rostock.de	
Uniwersytet Mikołaja Kopernika w Toruniu (<i>Nicolaus Copernicus University in Toruń</i>)	PL TORUN01	Institutional Coordinator (STA, STT) Ms. Ewa Derkowska-Rybicka (ewader@umk.pl)	Erasmus incoming information: www.umk.pl/en/cooperation/erasmus/

		Incoming students, placements: Ms. Małgorzata Grudzińska (incoming@erasmus.umk.pl) International Programmes Office – ul. Gagarina 11 – 87-100 Toruń, Poland tel/fax. +48 56 611 4929 tel. +48 56 6114928, 611 2246	Lecture catalogue: www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: www.umk.pl/en/cooperation/guide/calendar/
Faculty of Political Science and International Studies		Departmental coordinator: Prof. Dariusz Góra-Szopiński (chopin@umk.pl) ul. Batorego 39 L 87-100 Toruń, Poland tel. +48 56 611 2120 fax +48 56 611 2119	Courses in foreign languages: www.wpism.umk.pl/index.php/international/courses-in-foreign-languages

B. Mobility numbers¹ 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.

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	Student Mobility for Traineeships ^{s*}
D ROSTOCK 01	PL TORUN01	0312/313	Political sciences and civics	1 st , 2 nd , 3 rd	2x10=20 (total months)	
PL TORUN01	D ROSTOCK 01	0312/313	Political sciences and civics	1 st , 2 nd , 3 rd	2x10=20 (total months)	

[*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.]

¹ 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>)

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	Staff Mobility for Training*
D ROSTOCK01	PL TORUN01	0312/313	Political sciences and civics	1x28 (4weeks)	
PL TORUN01	D ROSTOCK01	0312/313	Political sciences and civics	1x28 (4weeks)	

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	
				Student Mobility for Studies	Staff Mobility for Teaching
D ROSTOCK01	0312/313	German	English	B1	B2
PL TORUN01	0312/313	Polish	English	B2 for English	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

PL TORUN01:

- 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. The list of Erasmus coordinators at NCU is available at www.umk.pl/en/cooperation/erasmus/coordinators/
- 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: www.umk.pl/en/cooperation/erasmus/students/disabled/

Contact: International Programmes Office, +48 56 6114928, incoming@erasmus.umk.pl

- Additional information on medical care at NCU in Toruń is available at 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.

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 ROSTOCK01	July 15 th	January 15 th
PL TORUN01	June 1 st	November 1 st

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 www.umk.pl/en/cooperation/erasmus/students/application

2. The receiving institution will send its decision within – D ROSTOCK01: 5 weeks; PL TORUN01: 6 weeks.
3. 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

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

D ROSTOCK01:

European ECTS grading scale

A	Excellent	Outstanding performance with only minor errors
B	Good	Above the average standard but with some errors
C	Satisfactory	Generally good work with a number of notable errors
D / E	Pass / Sufficient	Passable performance, meeting the minimum criteria

F	Fail*	Considerable further work is required
DNA	Did not attend*	Absent from exam
I	Incomplete*	No exam taken / did not fulfill all course requirement
S	Signed*	Completed practice / training
R	Refused*	Did not complete practice / training
* no credit		

Local Grading

1,0 – 1,3	sehr gut
1,7 – 2,3	gut
2,7 – 3,3	befriedigend
3,7 – 4,0	ausreichend
5,0	nicht ausreichend (nicht bestanden) nicht angetreten

Equivalent ECTS Grading

A	Excellent
B	Good
C	Satisfactory
D / E	Pass / Sufficient
F	Fail

DNA Did not attend

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	Excellent
4,5		B	Very Good
4		C	Good
3,5		D	Satisfactory
3		E	Sufficient
2		F	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
D ROSTOCK01	Incoming.io@uni-rostock.de P.: +49 381 498 1222	http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/entry-and-arrival/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	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 ROSTOCK01	Incoming.io@uni-rostock.de P.: +49 381 498 1222	http://www.uni-rostock.de/fileadmin/UniHome/Internationales/Aus_dem_Ausland/Checkliste_vor_der_Anreise_e_n_CD.pdf
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	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 ROSTOCK01	Incoming.io@uni-rostock.de P.: +49 381 498 1222	http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/where-to-live

PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation www.umk.pl/en/cooperation/guide/accommodation/
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G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D ROSTOCK01	Sören Koepe ERASMUS Institutional Coordinator	18.12.13	 
PL TORUN01	Roman Bäcker Dean	21/03/2014	 Dziekan Prof. dr hab. Roman Bäcker

² Scanned signatures are accepted.