

Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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, Erasmus code and address (and department, where relevant)	Contact details (email, phone)	Website (eg. of the course catalogue)
Tallinn University of Technology EE TALLINN04 Chemical and Materials Technology	Institutional Coordinator: Mrs Maret Hein Head of International Cooperation and Mobility Ehitajate tee 5, 19086, Estonia Maret.hein@ttu.ee Departmental Coordinator: Triinu Pollimäe Triinu.pollimae@ttu.ee	http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/courses-in-english
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń) PL TORUN01 Faculty of Chemistry	Ewa Derkowska-Rybicka - Head of the IPO International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Torun, Poland; tel/fax. +48 56 6114229, tel. +4856 6114928 ewader@umk.pl Dr hab. Wojciech KUJAWSKI, prof. UMK – Faculty Coordinator (Vice Dean of Faculty) Faculty of Chemistry NCU; ul. Gagarina 7, 87-100 Torun, Poland phone: +48.56 611.43.15; fax: +48.56 654.24.77	http://www.umk.pl/en/cooperation/erasmus/

B. Mobility numbers¹ per 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 [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
PL TORUN01	EE TALLINN04	442	Chemistry	1 st 2 nd 3 rd	10 months 2 student	Only by individual agreement
EE TALLINN04	PL TORUN01	442	Chemistry	1 st 2 nd 3 rd	10 months 2 students	Only by individual agreement

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 *
PL TORUN01	EE TALLINN04	442	Chemistry	10 days [1 STAFF=5 days; 8 hours min.]	0
EE TALLINN04	PL TORUN01	442	Chemistry	15 days [1 STAFF=5 days; 8 hours min.]	0

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>)

Receiving Institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ²	
				Student Mobility for Studies	Staff Mobility for Teaching
EE TALLINN04		English	Estonian	B2 English	B2 English
PL TORUN01	442	Polish	English	B1	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:

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.

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

² 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>

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
EE TALLINN 04	15 May	15 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.

2. The receiving institution will send its decision within 3 weeks. (EE TALLINN04 4 weeks)

3. 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

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.	

EE TALLINN 04: <http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/academic-issues/>

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
EE TALLINN04	Kerti Sönmez Kerti.sönmez@ttu.ee +372 620 3517	http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_visa-living-permit/
PL TORUN01	incoming@erasmus.umk.pl (+48 56 611 4928)	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
EE TALLINN04	Ragne Kouglja Ragne.kouglja@ttu.ee +372 620 3517	http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_visa-living-permit/medical-insurance-contract
PL TORUN01	incoming@erasmus.umk.pl (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A2

4. Housing

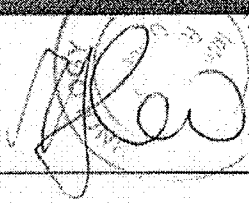
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher

Education.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
EE TALLINN04	Ragne Kougija Ragne.kougija@ttu.ee +372 620 3517	http://ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/b_accommodation/
PL TORUN01	incoming@erasmus.umk.pl (+48.56 611 4928)	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
EE TALLINN04	Mrs Maret Hein Head of International Cooperation and Mobility	07.03.2014	
PL TORUN01	Prof. dr hab. Edward Szyk Dean of the Faculty of Chemistry		