



# 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 (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Nicolaus Copernicus University of Torun	PL_TORU N01	Ewa Derkowska-Rybicka ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator  Małgorzata Grudzińska, Diana Wobolewicz ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students;  Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), Marta Słomińska ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students;  Ewa Rutkowska, Katarzyna Szulc ( <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> ) – incoming and outgoing students (Collegium Medicum in Bydgoszcz)  International Programmes Office, Nicolaus Copernicus University,	

		ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246  And: dr Maciej Pławski (Faculty of German Philology - Coordinator) (plawski@umk.pl)	
Ruprecht-Karls- Universität Heidelberg	D HEIDELB01	See Annex	

## B. Mobility numbers per academic year

### Student Mobility

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Study cycle</b> [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	<b>Number of student mobility periods</b>  Student Mobility for Studies  [total number of months of the study periods or average duration*]	<b>Student Mobility for Traineeships</b> *
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PL_TORU N01	D HEIDELBO 1	09.0 (222)	Language s and Philologic al Sciences	1 <sup>st</sup> ,2 <sup>nd</sup>	1x6 = 6	-
D HEIDELBO 1	PL_TORU N01	09.0 (222)	Language s and Philologic al Sciences/ Germanis tik	1 <sup>st</sup> ,2 <sup>nd</sup>	1x6 = 6	

### Staff Mobility (Teaching, Training)

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 *
[total number of days of teaching periods or average duration *]					
PL_TORUN 01		09.1 (2221)	Modern EU Languages	2 weeks	-
	PL_TORUN0 1	09.1 (2221)	Modern EU Languages	2 weeks	

### 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 institutio n	Optional: Subject area	Language of instruc-	Languag e of	Recommended language of instruction level
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[Erasmus code]	tion 1	instruc- tion 2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL_TORUN 01	German	English	B2 recommended	B2 recommended

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

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL_TORUN01	Nomination: June 30 <sup>th</sup> Application: July 15 <sup>th</sup> <a href="http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/">http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/</a>	Nomination: December 31 <sup>st</sup> Application: January 15 <sup>th</sup> <a href="http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/">http://www.rect.umk.pl/Biu-ro-Programow-Miedzynarodowych/</a>

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution usually within 4 -8 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This Agreement becomes effective for the period indicated on the first page.

## 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

PL_TORUNO 1	tel.: 56 611-4929, 56 611-4928, 56 611-2246  fax: 56 611-4929, 56 611-2246  e-mail: <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> , <a href="mailto:outgoing@erasmus.umk.pl">outgoing@erasmus.umk.pl</a> , <a href="mailto:placement@erasmus.umk.pl">placement@erasmus.umk.pl</a>	<a href="http://www.umk.pl/wspolpraca/">http://www.umk.pl/wspolpraca/</a>  non-EU-nationals will have to apply for student visa before or after arrival

### **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 n [Erasmus code]	Contact details (email, phone)	Website for information
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### **4. Housing**

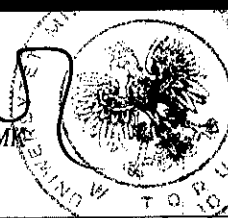
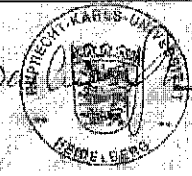
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution n [Erasmus code]	Contact details (email, phone)	Website for information
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PL_TORUNO 1	tel.: 56 611-4929, 56 611-4928, 56 611-2246  fax: 56 611-4929, 56 611-2246  e-mail: <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> , <a href="mailto:outgoing@erasmus.umk.pl">outgoing@erasmus.umk.pl</a> , <a href="mailto:placement@erasmus.umk.pl">placement@erasmus.umk.pl</a>	<a href="http://www.umk.pl/wspolpraca/">http://www.umk.pl/wspolpraca/</a>
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**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>1</sup>
PL_TORUNO 1	Departmental Dean  Prof. Dr. Adam Bednarek	12/02/2014	DZIEKAN <i>Adam Bednarek</i> Dr hab. Adam Bednarek, prof.UMK 
D HEIDELB01	Dr. H. Joachim Gerke  Head of International Relations Office	11/02/14	<i>H. Joachim Gerke</i> 

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<sup>1</sup> Scanned signatures are accepted

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**ERASMUS +  
Contact Information 2014-2015  
Annex to Inter-institutional Agreements  
Key Action 1**

**A. Information about higher education institutions**

Institution Name	UNIVERSITÄT HEIDELBERG
Institutional Erasmus Code	D HEIDELB01
ECHE Code 2014-2020	29870-LA-1-2014-1-DE-E4AKA1-ECHE
Website	<a href="http://www.uni-heidelberg.de">www.uni-heidelberg.de</a>
ERASMUS Homepage	<a href="http://www.eu.uni-hd.de">www.eu.uni-hd.de</a>

Institutional ERASMUS Coordinator	Mrs Alexandra Braye
Address	Seminarstr. 2, D - 69117 Heidelberg
Email	<a href="mailto:erasmus-koordinierung@zuv.uni-heidelberg.de">erasmus-koordinierung@zuv.uni-heidelberg.de</a>
Telephone	+49 6221 542489
Fax	+49 6221 542332
Departmental Coordinators	<a href="http://www.eu.uni-hd.de/partnerunis/index_en.html">http://www.eu.uni-hd.de/partnerunis/index_en.html</a>
First Contact for Erasmus Incoming Students	Ms Hedy Mühleck <a href="mailto:incoming-erasmus@zuv.uni-heidelberg.de">incoming-erasmus@zuv.uni-heidelberg.de</a> +49 6221 542495
Course Catalogue	<a href="http://lsf.uni-heidelberg.de/qisserver/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;topitem=lectures&amp;subitem=lectureindex&amp;breadcrumb=lectureindex">http://lsf.uni-heidelberg.de/qisserver/rds?state=wtree&amp;search=1&amp;category=veranstaltung.browse&amp;topitem=lectures&amp;subitem=lectureindex&amp;breadcrumb=lectureindex</a>

## B. Mobility numbers per academic year

-> See Agreement

## C. Recommended language skills

We do NOT require any official certificates. But we do expect Erasmus students to be sufficiently proficient in German in order to be able to successfully cope with academic work (language level **B1**), due to the fact that the majority of courses and lectures in Heidelberg are taught in German.

Other language requirements: For example English language skills (**B2**) required for the Master "Molecular Biosciences"; Japanese language skills for the Master of "Japanese Studies".

## D. Additional requirements

Contact for Students with disabilities	Blanche Brinken / Anja Maria Münz <a href="mailto:handicap@zuv.uni-heidelberg.de">handicap@zuv.uni-heidelberg.de</a> Tel.: 49 6221/54 -3840 / 2362
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## E. Calendar

### 1.

<u>Winter Term 2014/15:</u>	term dates: 01.10.2014 – 31.03.2015 lecture dates: 13.10.2014 – 07.02.2015
<u>Summer Term 2015:</u>	term dates : 01.04.2015 - 30.09.2015 lecture dates : 13.04.2015 - 25.07.2015
Deadline for Nominations	Winter term: 15 <sup>th</sup> May. Summer term: 15 <sup>th</sup> November.
Deadline for Application Forms (after the online application students have to print out the application form and send it via regular mail signed and stamped )	Winter term: 15 <sup>th</sup> June. Summer term: 15 <sup>th</sup> December.
<b>2.</b> The receiving institution will send its decision within 6 weeks.	
<b>3.</b> A Transcript of Records will be issued by the receiving institution no later than the end of the semester after the students have fulfilled the course requirements in a timely manner and provided the necessary documentation to the Departmental Coordinators in Heidelberg.	
<b>4.</b> The agreements should be cancelled one year in advance (Sept. 1 <sup>st</sup> for the next academic year)	



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## F. Information

### 1. Course Types and Grading systems Heidelberg University

Vorlesung	<i>Lecture</i>
Übung	<i>Exercise</i>
Proseminar	<i>Basic seminar</i>
Hauptseminar	<i>Advanced seminar</i>
Oberseminar	<i>Advanced seminar for degree candidates</i>
Tutorium	<i>Tutorial</i>
Praktikum	<i>Practical</i>
Repetitorium	<i>Examination review course</i>

#### COURSE REQUIREMENTS

Klausur	<i>Written examination</i>
Abschlußklausur	<i>Final examination</i>
Mündliche Prüfung	<i>Oral examination</i>
Referat	<i>Seminar paper / presentation</i>
Hausarbeit	<i>Term paper</i>
Protokoll	<i>Taking of minutes</i>

#### GRADING SYSTEM

1 = sehr gut	<i>very good (best possible grade, an excellent achievement)</i>
2 = gut	<i>good (well above average)</i>
3 = befriedigend	<i>satisfactory (average, meets all requirements)</i>
4 = ausreichend	<i>sufficient (pass)</i>
5 = nicht ausreichend	<i>deficient (fail)</i>
unbenoteter Schein	<i>pass (P)</i>

*Please note that this grading system may slightly differ in the departments*

### 2. Visa and 3. Insurance

Information on visa procedures and insurance matters can be found on our ERASMUS Homepage: [http://www.eu.uni-hd.de/incoming/index\\_en.html](http://www.eu.uni-hd.de/incoming/index_en.html)

### 4. Housing

<b>Accommodation Office</b>	Zimmervermittlung Seminarstraße 2, D - 69117 Heidelberg <a href="mailto:aaazimmer@zuv.uni-heidelberg.de">aaazimmer@zuv.uni-heidelberg.de</a> +49-6221 542497 <a href="http://www.eu.uni-hd.de/zimmerboerse/index_en.html">http://www.eu.uni-hd.de/zimmerboerse/index_en.html</a>
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