



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)
Julius-Maximilians-Universität Würzburg	D WURZBUR01	<p>Academic Contact Languages: Dr. Sabine KRÄMER-NEUBERT Lehrstuhl für Deutsche Sprachwissenschaft, Am Hubland, 97074 Würzburg, Germany Tel: +49 931 3185619 E-mail: sabine.kraemer-neubert@uni-wuerzburg.de</p> <p>Academic Contact Religion: Prof. Dr. Gerhard DROESSER Katholisch-Theologische Fakultät, Paradeplatz 4, 97070 Würzburg Tel: +49 931 31-82279 Fax: +49 931 31-82673 E-mail: thde001@uni-wuerzburg.de, droesser@uni-wuerzburg.de</p> <p>Academic Contact History: Prof. Dr. Helmut Flachenecker – Institut für Geschichte</p>	<p>General University Page: Uni-wuerzburg.de</p> <p>For exchange Students: International.uni-wuerzburg.de</p> <p>Course Catalogue: uni-wuerzburg.de/fuer/studierende/vorlesungsverzeichnis</p>

		<p>Lehrstuhl für Fränkische Landesgeschichte Am Hubland, 97074 Würzburg Tel: +49 931 318 5530 E-mail: helmut.flachenecker@uni-wuerzburg.de</p> <p>Institutional Coordinator: Florian EVENBYE, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 4053, Fax +49 931 318 2603; E-mail: international@uni-wuerzburg.de</p>	
<p>Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i></p>	PL TORUN01	<p>International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements</p> <p>Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; placements</p>	<p>ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/</p> <p>Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/</p> <p>Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/</p>
<p>Faculty of</p>	PL TORUN01	<p><i>Faculty coordinator – Faculty of Languages:</i> dr Maciej Pławski (German Philology) e-mail: plawski@umk.pl tel. (+48 56) 611 37 07</p> <p><i>Faculty coordinator – Faculty of History:</i> Dr Andrzej Nieuważny aen@umk.pl, tel 48 56 611 3747</p> <p><i>Faculty coordinator – Faculty of Religion:</i> ks. dr hab Piotr Roszak e-mail: piotrroszak@umk.pl tel. (+48 56) 611-49-95</p>	

B. Mobility numbers 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.

Student Mobility (SMS)

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]
D WURZBUR01	PL TORUN01	023	Foreign Languages - German	1 st, 2nd	2 students, 12 months (=24 months)	
D WURZBUR01	PL TORUN01	0221	Religion	1 st, 2nd	2 students, 12 months (=24 months)	
D WURZBUR01	PL TORUN01	0222	History	1 st, 2nd	2 students, 12 months (=24 months)	
PL TORUN01	D WURZBUR01	023	Foreign Languages - German	1 st, 2nd	2 students, 12 months (=24 months)	
PL TORUN01	D WURZBUR01	0221	Religion	1 st, 2nd	2 students, 12 months (=24 months)	
PL TORUN01	D WURZBUR01	0222	History	1 st, 2nd	2 students, 12 months (=24 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.]

Staff Mobility (STA and STT)

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 *
D WURZBUR01	PL TORUN01	All	All	Min 2 days	
PL TORUN01	D WURZBUR01	All	All	Min 2 days	

For part C-F see Annex for University of Würzburg!

For part C-F see Annex for University of Würzburg!

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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
Partner University					
PL TORUN01		Polish	English	B2	B2

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.

D. Additional requirements

Partner University:

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.

¹ 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>

- 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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
Partner University		
PL TORUN01	June, 1st	November, 1st

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

Partner University:

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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 6 weeks.

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.

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

Partner University:

ECTS Credits:

GRADES: The Student Exchange Office recommends the following grading equivalency table:

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 - 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
Partner University		
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
Partner University		
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/cooperation/guide/issues/#A2

	<u>erasmus@cm.umk.pl</u> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	
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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.

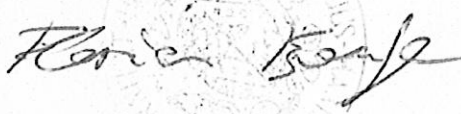
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
Partner University		
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)	http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

For part C-F see Annex for University of Würzburg!

For part C-F see Annex for University of Würzburg!

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ²
D WURZBUR01	Institutional Coordinator: Mr. Florian EVENBYE International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 4053, Fax +49 931 318 2603; E-mail: international@uni- wuerzburg.de	7.4.14	 ERASMUS International Coordinator University of Würzburg
PL TORUN01	Prof. Beata Przyborowska Vice-Rector for Education	08.04. 2014	Prorektor ds. Kształcenia dr hab. Beata Przyborowska, prof. UMK

* At PL TORUN01 single-subject agreements are signed by the dean of the respected faculty, while multi-subject agreements by the Vice-rector for Education.

² Scanned signatures are accepted

ANNEX to ERASMUS+ agreements. This Annex becomes part of our ERASMUS+ agreements and replaces the information of the University of Würzburg in the sections C- F!

We strongly recommend to always refer to the current information given at our webpage as information of parts C- F are subject to change in the years 2014 to 2021:

http://www.international.uni-wuerzburg.de/en/international_office/annex_erasmus/

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	Level/ Subject	Language of instruction	Recommended level	
			Student Mobility	Staff Mobility
D WURZBUR01	All levels	German/ English	If ECTS-Points are needed a minimum of B1 is recommended. No certificate required for admission	German OR English: B2 recommended.

D. Additional requirements

University of Würzburg:

Preparatory classes are offered in many fields of study before the terms starts. Exchange students are welcome and participation is recommended.

A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc. ;

international.uni-wuerzburg.de/en/studium_in_wuerzburg/tutoren

Language courses: International students with knowledge of B2 German or less are asked to participate in the intensive courses before their studies in Würzburg start. The courses are free of charge and are offered four weeks in September and March. Participation is not mandatory but recommended.

The University of Würzburg welcomes students and staff with disabilities and provides an information and assistance center. Learn more at www.behindertenbeauftragter.uni-wuerzburg.de/kis/,

Contact person: Mrs Sandra Ohlenforst, Universität Würzburg, KIS, Am Hubland, 97070 Würzburg.
Tel.: 0931/31-84052, Email: kis@uni-wuerzburg.de

E. Calendar

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

Receiving institution	Autumn term	Spring term
D WURZBUR01	15 th June, later nominations can be accepted	15 th January, later nominations can be accepted

2. After having received the paper application (printed online application) the letter of admission will be sent within a max. of six 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

A notice of at least one academic year should be given for the termination of the agreement. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 October 20XX will only take effect as of 1 October 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict. This point is subject to change referring to differences in the main agreement!

F. Information

1. Grading systems of the institutions

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netzkon.pdf

Würzburg Grade	ECTS Grade
1,0-1,5	A "excellent"
1,6-2,0	B "very good"
2,1-3,0	C "good"
3,1-3,5	D "satisfactory"
3,6-4,0	E "sufficient"
4,1-5,0	F "failed"

Faculty of Law:

Please note that the **faculty of law** uses a 1-18 grade system in case students want to take courses at that faculty:

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below. Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf

Please note that the faculty of law uses a 1-18 grade system in case students want to take courses at that faculty:

ECTS grades:		
A	excellent - outstanding performance with only minor errors	12 - 18
Punkte		
B	very good - above the average standard but with some errors	9 - 11
Punkte		
C	good - generally sound work with a number of notable errors	7 und 8
Punkte		
D	satisfactory - fair but with significant shortcomings	5 und 6
Punkte		
E	sufficient - performance meets the minimum criteria	4 Punkte
FX	fail -some more work required before the credit can be awarded	1 - 3 Punkte
F	fail: considerable further work is required	0 Punkte

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	Contact details	Website for information
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604</p>	International.uni-wuerzburg.de

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	Contact details	Website for information
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804 Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604	International.uni-wuerzburg.de

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	Contact details	Website for information
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804 Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604	International.uni-wuerzburg.de