

UNIVERSITÄT  
ERFURT



Nicolaus Copernicus University  
Faculty of Economic Sciences and Management

## 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)
Universität Erfurt	D ERFURT05	Institutional Coordinator: Manuela LINDE Head of International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5031 Fax +49 361 737 5039 E-mail: manuela.linde@uni-erfurt.de	<a href="http://www.uni-erfurt.de/en/international/incoming/exchange-students/">http://www.uni-erfurt.de/en/international/incoming/exchange-students/</a>
Nicolaus Copernicus University	PL TORUN01	<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</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA , STT) <b>Małgorzata Grudzińska</b> - incoming students; placements ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), outgoing students; placements	<a href="http://www.umk.pl/en/cooperation/erasmus/students/">http://www.umk.pl/en/cooperation/erasmus/students/</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	
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**B. Mobility numbers<sup>1</sup> 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	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods	
					SMS/total number of months	SMT/total number of months
PL TORUN 01	D ERFURT05	314	Economics, Management	1st	2/20	
D ERFURT05	PL TORUN 01	314	Economics, Management	1st	2/20	

[\*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 periods	
				Staff Mobility for Teaching/total number of average days	Staff Mobility for Training/total number of average days
PL TORUN 01	D ERFURT05	314	Economics, Management	1/5	/
D ERFURT05	PL TORUN 01	314	Economics, Management	1/5	/

**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	Optional:	Language	Language	Recommended language of instruction level <sup>2</sup>
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<sup>1</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>)

<sup>2</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>

institution	Subject area	of instruction 1	of instruction 2	Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN 01		English		B2	B2
D ERFURT05		German	English (limited number of courses)	B1	B2 if not agreed to teach in another language, f.e. English

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

##### D ERFURT05:

The teaching buildings and central utilities are gradually being converted to accommodate people with disabilities as part of the modernisation and renovation programme for the university campus. Unfortunately, there are still some access difficulties to some of the buildings, particularly for people in wheelchairs. Fellow students and the staff of the Student Services Department and the International Office are happy to help you. Detailed information can be obtained from each individual faculty or from the university representative for people with severe disabilities:

Schwerbehindertenbeauftragter (University Representative for Students with Disabilities):

Bernhard Bécher, Registrar  
 Abteilung Studium und Lehre  
 Verwaltungsgebäude, Raum 142  
 Telephon: +49(0)361/737-5101  
 Fax: +49(0)361/737-5009  
 schwerbehindertenbeauftragter(at)uni-erfurt.de

The Studentenwerk provides appropriate accommodation for people with disabilities in the residence halls.

##### 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](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 Torun.
- 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]
PL TORUN 01	1 June	1 November
D ERFURT05	June 15	November 30

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

2. :

PL TORUN 01: Will send its decision within 5 weeks

D ERFURT05: Will send its decision within 5 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that 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.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

	D ERFURT05	PL TORUN 01
WWW for Incoming Students	<a href="http://www.uni-erfurt.de/en/international/incoming/exchange-students/">http://www.uni-erfurt.de/en/international/incoming/exchange-students/</a>	<a href="http://www.umk.pl/en/cooperation/erasmus/students/">http://www.umk.pl/en/cooperation/erasmus/students/</a>
WWW Course Catalogue	<a href="http://sulwww.uni-erfurt.de/PublicServices/Veranstaltungsverzeichnis/default.aspx">http://sulwww.uni-erfurt.de/PublicServices/Veranstaltungsverzeichnis/default.aspx</a>	<a href="http://www.umk.pl/en/cooperation/erasmus/students/study/">http://www.umk.pl/en/cooperation/erasmus/students/study/</a>
Housing <sup>3</sup>	<a href="http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html">http://www.stw-thueringen.de/english/housing/application-for-accomodation/bewerbung-auf-wohnplatz-neu.html</a>	<a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>
Contact details	Studentenwerk Thüringen Anstalt des öffentlichen Rechts Philosophenweg 22 07743 Jena  Tel. +49 361-7371821 Fax +49 361-7371991 E-Mail: <a href="mailto:wef@stw-thueringen.de">wef@stw-thueringen.de</a>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>
WWW Visa Information <sup>4</sup>	<a href="http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597">http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14597</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a>
Contact details	International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5030 Fax +49 361 737 5039 E-mail: <a href="mailto:International@uni-erfurt.de">International@uni-erfurt.de</a>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>
WWW Insurance Information <sup>5</sup>	<a href="http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596">http://www.uni-erfurt.de/en/international/incoming/general-information-for-studying-and-living-in-erfurt/#c14596</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>
Contact details	International Office University of Erfurt Nordhaeuser Strasse 63 99089 Erfurt Germany  Tel. +49 361 737 5030 Fax +49 361 737 5039 E-mail: <a href="mailto:international@uni-erfurt.de">international@uni-erfurt.de</a>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>
ECTS Users' Guide <sup>6</sup>	<a href="http://www.uni-erfurt.de/en/international/incoming/exchange-students/">http://www.uni-erfurt.de/en/international/incoming/exchange-students/</a>	<a href="http://www.umk.pl/en/cooperation/guide/grading/">http://www.umk.pl/en/cooperation/guide/grading/</a>

<sup>3</sup> The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

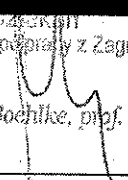
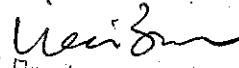
<sup>4</sup> The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the ECHE.

<sup>5</sup> The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

<sup>6</sup> Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

WWW Students and Staff with Disabilities	See section D	<a href="http://www.umk.pl/en/cooperation/erasmus/students/disabled/incoming@erasmus.umk.pl">http://www.umk.pl/en/cooperation/erasmus/students/disabled/incoming@erasmus.umk.pl</a>
Contact details	See section D	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL TORUN 01	Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK	10/03/ 2014	 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK
D ERFURT05	Prof. Dr. Kai Brodersen President	14/03/ 2014	 Prof. Dr. Kai Brodersen Präsident der Universität Erfurt Nordhäuser Str. 63 99089 Erfurt

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