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)
UNIVERZITA PALACKÉHO V OLOMOUCI **Katedra slavistiky – sekce polonistiky**	**CZ OLOMOUCO1**	Yvona.vyhnankova@upol.cz Tel.: +420585631041 <u>Departmental Coordinator:</u> **Student Mobility:** Jan Jeništa jan.jenista@upol.cz tel. 585 633 542 **Staff Mobility:** Michał Hanczakowski Hanczakowski.michal@gmail.com Tel. 585 633 544	http://www.upol.cz/en www.slavistika.upol.cz http://www.polonistika.up ol.cz/studium/obory_popi s/magisterske/polska_filol ogie_jednooborova.html http://www.polonistika.up ol.cz/studium/obory_popi s/bakalarske/polska_filolo gie_dvouoborova.html
Uniwersytet Mikołaja Kopernika w Toruniu *(Nicolaus Copernicus University in Toruń)*	**PL TORUN01**	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, - 2246 **Ewa Derkowska-Rybicka** (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT) **Małgorzata Grudzińska** (incoming@erasmus.umk.pl) - incoming students; placements **Marta Wiśniewska** (mawi@umk.pl),	ERASMUS incoming information: *http://www.umk.pl/en/co operation/erasmus/* Lecture catalogue: *http://www.umk.pl/en/co operation/erasmus/stude nts/study/* Semester dates: *http://www.umk.pl/en/co*

		Marta Błaszczyk (martaslo@umk.pl) - outgoing students; placements	operation/guide/calendar/
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 **Paulina Gyrkow** e-mail: erasmus@cm.umk.pl	http://www.cm.umk.pl/en/
Faculty of Philology	**PL TORUN01**	*Faculty coordinator: Dr Dariusz Pniewski dariusz.pniewski@umk.pl, tel 48 56 611 3535*	*http://www.ilp.umk.pl/struktura-organizacyjna/*

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, 1st, 2nd or 3rd]	Number of student mobility periods Student Mobility for Studies [total number of months of the study periods or average duration]
CZ OLOMOUC 01	PL TORUN01	0.90 (222) 0.92 (222)	Languages and Philological Sciences Languages and Philological Sciences	1st 2nd	10 (2 students x 5 months)
PL TORUN01	CZ OLOMOUC 01	0.90 (222) 0.92 (222)	Languages and Philological Sciences Languages and Philological Sciences	1st 2nd	10 (2 students x 5 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 [1]]	Staff Mobility for Training *
CZ OLOMOUC 01	PL TORUN01	0.90 (222) 0.92 (222)	Languages and Philological Sciences Languages and Philological Sciences	5 (1 teacher x 5 days)	Upon individual request
PL TORUN01	CZ OLOMOUC 01	0.90 (222) 0.92 (222)	Languages and Philological Sciences Languages and Philological Sciences	5 (1 teacher x 5 days)	Upon individual request

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]
CZ OLOMOUC 01		Czech	English	B2	C1
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].

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[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

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.

- 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 Torun.
   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]
CZ **OLOMOUC** **01**	May, 31st	October 31st
PL TORUN01	June, 1st	November, 1st

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

The receiving institutions will send their decisions within 6-8 weeks after deadline.

2. 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.
3. Termination of this agreement or changes in the data set above can be amended annually, if communicated before December 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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

CZ OLOMOUC01:

Description of the PU grading system:

Credit (R)awarded after fulfilling academic requirements at the end of each term Colloquium (R)exam, graded only "passed" or "failed"

Grades A – excellent

B – excellent minus

C- very good

D – very good minus

E – good

F – failed

The value of local credits corresponds to ETCS credits

More info: http://www.upol.cz/en/groups/ects/v-menu/ects-credit-system

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.	

<u>**2. Visa**</u>

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
CZ OLOMOUC 01	zuzana.hamdanieh@upol.cz Tel.: +420585631108	http://www.upol.cz/en/menu/erasmus-exchange/erasmus/

| 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/gui
de/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
CZ OLOMOUC01	Incoming: Zuzana.hamdanieh@upol.cz Tel.: +420585631108 Outgoing: Vladimira.zlutirova@upol.cz Tel.: +42058563062	http://www.upol.cz/en/groups/practica l-information/insurance/
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/issue s/#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
Partner University	Incoming: Zuzana.hamdanieh@upol.cz Tel.: +420585631108 Outgoing: Vladimira.zlutirova@upol.cz	http://www.upol.cz/en/menu/erasmus -exchange/erasmus/

	Tel.: +42058563062	
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/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[2]
CZ OLOMOUC01	**Doc. PhDr. Jiří Lach, Ph.D., M.A.** Dean, Philosophical Faculty	0 8 -04- 2014	
PL TORUN01	Dean of the Faculty of Languages Prof. Adam Bednarek	1 7. KWI. 2014	DZIEKAN *Dr hab. Adam Bednarek, 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.

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[2] Scanned signatures are accepted