

## Erasmus+ Programme – Key Action 1

Mobility for learners and staff – Higher Education Student and Staff Mobility  
Inter-institutional agreement for the academic years 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
Nicolaus Copernicus University	PL TORUN 01	International Programmes Office, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) – Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzińska - incoming students; placements ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), outgoing students; placements  Faculty Erasmus Coordinator Magdalena Kallnska Faculty of Economics Sciences and Management Ul Gagarina 13A 87-100 Toruń, Poland email: <a href="mailto:erasmus@econ.umk.pl">erasmus@econ.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/erasmus/students/">http://www.umk.pl/en/cooperation/erasmus/students/</a>
Hochschule TRIER	D TRIER02	Institutional Coordinator: Christoph Lex, <a href="mailto:lex@hochschule-trier.de">lex@hochschule-trier.de</a> , Tel. +49 651 8103 515  Responsible for Umwelt-Campus Birkenfeld: Gudrun Bentley, <a href="mailto:g.bentley@umwelt-campus.de">g.bentley@umwelt-campus.de</a> , Tel. +49 6782 171311 P.O. Box 1380, 55761 Birkenfeld, Germany  Daniela Haubrich, <a href="mailto:d.haubrich@umwelt-campus.de">d.haubrich@umwelt-campus.de</a> , Tel. +49 6782 171311  Department Coordinator: Prof. Dr. Klaus Rick, <a href="mailto:k.rick@umwelt-campus.de">k.rick@umwelt-campus.de</a> Tel: +49 6782 171330	<a href="http://www.umwelt-campus.de/ucb/index.php?id=home&amp;L=1">http://www.umwelt-campus.de/ucb/index.php?id=home&amp;L=1</a>

## 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 for Studies

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name	Study cycle <sup>1</sup> [ 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Number of student mobility periods <sup>2</sup>
PL TORUN01	D TRIER02	340	Business and Administration	1 <sup>st</sup> , 2nd	2x5=10 months
D TRIER02	PL TORUN01	340	Business and Administration	1 <sup>st</sup> , 2nd	2x5=10 months

### Staff Mobility for Teaching

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 <sup>3</sup>
PL TORUN01	D TRIER02	TBA	TBA	TBA
D TRIER02	PL TORUN01	TBA	TBA	TBA

## 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]	Language of instruction	Recommended language of instruction level <sup>4</sup>	
		Student Mobility for Studies	Staff Mobility for Teaching
PL TORUN01	English	B2	B2
D TRIER02	German	B1	B2

	*English	*TOEFL Certificate	B2
--	----------	--------------------	----

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

<sup>4</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>

**\*For information regarding programmes in English, please refer to:**

- "Master in International Material Flow Management (IMAT)": [www.imat-master.com](http://www.imat-master.com)
- Study Semester "Principles of Sustainable Business": [www.umwelt-campus.de/studysemester](http://www.umwelt-campus.de/studysemester)

**D. Additional requirements**

*Support is offered to students and staff with special need or disability. See <http://sas.usal.es>*

**D TRIER02:**

To be arranged upon request by Intl. Office, [aaa@umwelt-campus.de](mailto:aaa@umwelt-campus.de)

Buddy-System and orientation for incoming students are available.

**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 Toruń.
- 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 TRIER02	Nomin: 1 June, Appl: 1 July	Nomin: 1 Nov, Appl: 1 Dec

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

2. The receiving Institution will send its decision within max. six weeks after the receipt of the complete application.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. **Termination of the agreement:**

*In the event of unilateral termination of the inter-institutional agreement, 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

### 1. Grading systems of the institutions

#### D TRIER02:

1 - A - excellent, 2 - B - good, 3 - C - satisfactory, 4 - D - pass, 5 - F - fail

#### PL TORUN01:

- 5     excellent
- 4+    very good
- 4     good
- 3+    satisfactory
- 3     sufficient
- 2     failed

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/guide/issues/#A1</a>
D TRIER02	International Office T: +49 6782 171311 <a href="mailto:aaa@umwelt-campus.de">aaa@umwelt-campus.de</a>	<a href="http://www.umwelt-campus.de/international">www.umwelt-campus.de/international</a>

## 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:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>
D TRIER02	International Office T: +49 6782 171311 <a href="mailto:aaa@umwelt-campus.de">aaa@umwelt-campus.de</a>	<a href="http://www.umwelt-campus.de/international">www.umwelt-campus.de/international</a>

## 4. Housing

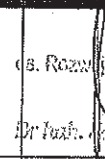

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
--------------------------------------	--	--------------------------------

PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>
D TRIER02	International Office T: +49 6782 171311 <a href="mailto:aaa@umwelt-campus.de">aaa@umwelt-campus.de</a>	<a href="http://www.umwelt-campus.de/international">www.umwelt-campus.de/international</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
PL TORUN01	Dr hab. Jerzy Boehlke, prof. UMK Prodziekan ds. Rozwoju i Współpracy z Zagranicą	14/4/2014	 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK
D TRIER02	Gudrun Bentley International Officer for Umwelt- Campus Birkenfeld	15/04/2014	 Hochschule Trier Umwelt-Campus Birkenfeld

*Scanned signatures are accepted*

Postfach 13 19  
65701 Birkenfeld

