



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement

### 2014/2015 – 2020-2021<sup>2</sup>

### between programme countries

### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Pécs</b> Faculty of Adult Education and Human Resource Development  represented by Prof. Dr. József Bódis, Rector address: 7622 Pécs, Vasvári P. u. 4. Institutional ID: FI 58544 VAT number: 15329798-2-02 bank account: Hungarian State Treasury 10024003-00282716-00000000	HU PECS01	Institutional Erasmus coordinator: Ms. Judit Németh Directorate for Academic Affairs Address: 7622 Pécs, Vasvári Pál u. 4. Hungary <a href="mailto:nemeth.judit@pte.hu">nemeth.judit@pte.hu</a> tel. +3672 501 500/12411 fax. +36 72 501 626	<a href="http://www.erasmus.pte.hu">www.erasmus.pte.hu</a>
		Administrative (Faculty) Erasmus coordinator: Ms Éva Mazzag Address: 7633 Pécs, Szántó Kovács János u. 1/b, Hungary <a href="mailto:erasmus@feek.pte.hu">erasmus@feek.pte.hu</a> Tel.: +36 72 501 500/22517 Fax: +36 72 251 100	<a href="http://feek.pte.hu/feek_pte_hu_PTE_FEEK_English">http://feek.pte.hu/feek_pte_hu_PTE_FEEK_English</a>
		Academic (Departmental) coordinator: Dr. Andrea Schmidt <a href="mailto:schmidt.andrea@pte.hu">schmidt.andrea@pte.hu</a> +3672 503-600/	<a href="http://feek.pte.hu/feek_pte_hu_PTE_FEEK_English">http://feek.pte.hu/feek_pte_hu_PTE_FEEK_English</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Academic (Departmental) Erasmus coordinator: Ms Éva Mazzag Address: 7633 Pécs, Szántó Kovács János u. 1/b, Hungary <a href="mailto:erasmus@feek.pte.hu">erasmus@feek.pte.hu</a> Tel.: +36 72 501 500/22517 Fax: +36 72 251 100	
<b>Nicolaus Copernicus University in Toruń</b>  Faculty of Educational Sciences	<b>PL TORUN01</b>	Institutional Erasmus coordinator: Ms. Ewa Derkowska-Rybicka ul. Gagarina 11 87-100 Toruń Tel./fax: +48 56 6114929 <a href="mailto:ewader@umk.pl">ewader@umk.pl</a>  Incoming students officer Ms. Małgorzata Grudzińska Tel.: +48 56 6114928, 6112246 <a href="mailto:Incoming@erasmus.umk.pl">Incoming@erasmus.umk.pl</a>  Faculty coordinator: Dr Filip Nałaskowski <a href="mailto:filipn@umk.pl">filipn@umk.pl</a>	ERASMUS incoming information: <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a> Lecture catalogue: <a href="http://www.umk.pl/en/cooperation/erasmus/students/study">http://www.umk.pl/en/cooperation/erasmus/students/study</a> Semester dates: <a href="http://www.umk.pl/en/cooperation/guide/calendar/">http://www.umk.pl/en/cooperation/guide/calendar/</a>
			<a href="http://www.pedagogika.umk.pl">www.pedagogika.umk.pl</a>

## B. Mobility numbers<sup>5</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 [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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]*	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships*
HU PECS01	PL TORUN01	142	Education science	1, 2	2 x 5 months (=10 total)	
PL TORUN01	HU PECS01	142	Education science	1, 2	2 x 5 months (=10 total)	

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*
HU PECS01	PL TORUN01	142	Education Science	2 x 5 days (Min 2 days)	2 x 5 days (Min 2 days)
PL TORUN01	HU PECS01	142	Education Science	2 x 5 days (Min 2 days)	2 x 5 days (Min 2 days)

<sup>5</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>

### 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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU PECS01	142	HU	EN	B2	B2
PL TORUN01	142	PL	EN	B2	B2

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

### D. Additional requirements

#### HU PECS01:

- Selection process: the partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.
- UP welcomes students and staff with disabilities and provides information and assistance. Learn more at <http://erasmus.pte.hu>
- Services for incoming students:
  - Orientation Day is organized for international students each semester where students get information about the university in general, administrative issues, student activities, the Hungarian language course, and other services.
  - The ESN mentor system ensures the acculturation of foreign students by organizing a series of cultural and leisure activities.
  - Hungarian language (and culture) courses are offered for incoming students during the semesters
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an UP contact person – is required.

#### PL TORUN01:

- 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. The list of Erasmus coordinators at NCU is available at [www.umk.pl/en/cooperation/erasmus/coordinators/](http://www.umk.pl/en/cooperation/erasmus/coordinators/)
- 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: [www.umk.pl/en/cooperation/erasmus/students/disabled/](http://www.umk.pl/en/cooperation/erasmus/students/disabled/)  
Contact: International Programmes Office, +48 56 6114928, [incoming@erasmus.umk.pl](mailto:incoming@erasmus.umk.pl)

<sup>6</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>

- Additional information on medical care at NCU in Toruń is available at [www.umk.pl/en/cooperation/guide/issues/#A2/](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]
HU PECS01	Nomination deadline: 1 May; Application deadline for incoming students: 15 May	Nomination deadline: 1 November; Application deadline for incoming students: 15 November
PL TORUN01	Nomination deadline: 1 June; Application deadline for incoming students: 1 June	Nomination deadline: 1 November; Application deadline for incoming students: 1 November

### 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 [www.umk.pl/en/cooperation/erasmus/students/application](http://www.umk.pl/en/cooperation/erasmus/students/application)

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 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.
4. Termination or modification of the agreement  
The inter-institutional agreement may be terminated by either party. The agreement will remain in effect until one party notifies the other of its wish to terminate. This should be done in writing, and 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. The agreement can be cancelled activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 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

#### HU PECS01

Code of Studies and Examinations: Section 48. (1) Assessment of student performance can be carried out according to:

- a) a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1),
  - b) a three-grade scale: excellent (5), satisfactory (3), fail (1).
- (2) The student shall not earn credit points in case his/her performance is assessed by fail (1) in the five-grade scale and fail (1) in the three-grade scale, further, if the performance of the

student could not be assessed and in the academic records the note 'not completed' is registered

#### **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		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
HU PECS01	<a href="mailto:nemeth.judit@pte.hu">nemeth.judit@pte.hu</a> +36 72 501 500/12411	<a href="http://erasmus.ptt.hu">http://erasmus.ptt.hu</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. +48 56 6114928	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">www.umk.pl/en/cooperation/guide/issues/#A1</a> Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel_to_poland/">www.msz.gov.pl/en/travel_to_poland/</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:

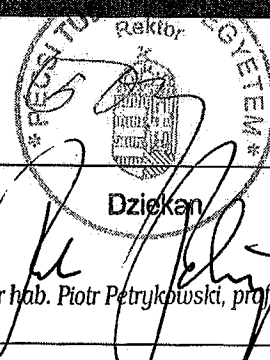
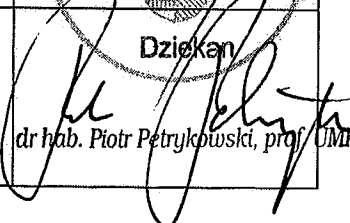
Institution [Erasmus code]	Contact details (email, phone)	Website for information
HU PECS01	nemeth.judit@pte.hu +36 72 501 00/12411	http://erasmus.pte.hu
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/guide/issues/#A2

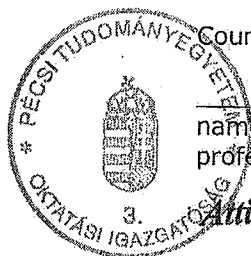
#### 4. Housing

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
HU PECS01	nemeth.judit@pte.hu +36 72 501 00/12411	http://erasmus.pte.hu
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation www.umk.pl/en/cooperation/guide/accommodation/

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

Institution [Erasmus code]	Name, function	Date	Signature and Seal <sup>7</sup>
HU PECS01	Prof. Dr. József Bódis, Rector	20/05/2014	
PL TORUN01 <sup>8</sup>	Dean of Faculty of Educational Sciences Prof. Piotr Petrykowski		



Countersigners for University of Pécs:

name  
professional countersigner

*Attila Lengvárszky*  
**Director**

name  
financial countersigner

*Krutki Józsefné dr.*  
**gazdasági főigazgató**

2014. MÁJ. 08

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

<sup>8</sup> At PL TORUN01 single-subject agreements are signed by the dean of relevant faculty, while multi-subject agreements by the Vice-rector for Education.