



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)
State University of Library Studies and Information Technologies - Sofia	BG SOFIA24	<i>Institutional Coordinator:</i> Prof. Irena Peteva, PhD – Vice-Rector of R&D and International Affairs State University Of Library Studies and Information Technologies 119 Tsarigrdsko Shosse Bld. 1784 Sofia, Bulgaria Tel.: +359 2 970 85 85 Fax: +359 2 971 80 52 Mobile: +359 878 973 938 e-mail: ipeteva@mail.bg	http://unibit.bg/
Faculty of Library Studies and Cultural heritage	BG SOFIA24	<i>Faculty Coordinator:</i> Prof. Ivanka Yankova, DSc Dean of the Faculty of Library Studies and Cultural Heritage Mobile: +359 878 220 437 Email : vania_yankova@abv.bg <i>Library Management Department</i> <i>Departmental Coordinator:</i> Assoc. Prof. Tanja Todorova, PhD Head of Chair 'Library Management' State University Of Library Studies and Information Technologies Mobile: +359 879148390 Email : t.todorova@unibit.bg State University Of Library Studies and Information Technologies - Sofia 119 Tsarigrdsko Shosse Bld. 1784 Sofia, Bulgaria Tel.: +359 2 971 80 75 Fax: +359 2 971 80 52	http://unibit.bg/

Uniwersytet Mikołaja Kopernika w Toruniu (<i>Nicolaus Copernicus University in Toruń</i>)	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), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; placements	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
Faculty of History	PL TORUN01	Institute of Information Science and Book Studies Veslava Osińska, PhD (wieo@umk.pl) tel. +48 56 6112392, tel/fax +48 56 6114415	http://www.inibi.umk.pl/english

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	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ¹	SMT ²
PL TORUN01	BG SOFIA24	0322 061	Library, Information Studies ICTs	1 st , 2 nd	1/1x5	
BG SOFIA24	PL TORUN01	0322 061	Library, Information Studies ICTs	1 st , 2 nd	1/1x5	

Staff Mobility (STA and STT)

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA ³	STT ⁴
PL TORUN01	BG SOFIA24	0322 061	Library, Information Studies ICTs	1/1week	1/1 week
BG SOFIA24	PL TORUN01	0322 061	Library, Information Studies ICTs	1/1week	1/1 week

¹ Student Mobility for Studies

² Student Mobility for Traineeship

³ Staff Mobility for Teaching

⁴ Staff Mobility for Training

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
BG SOFIA24	0322 061	English	English	B2	B2
PL TORUN01	0322 061	English	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

BG SOFIA24:

The list of Erasmus coordinators at SALSIT is available at <http://www.unibit.bg/erasmus/coordinators/>

Erasmus students who wish to follow courses at more than one faculty at SALSIT 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 SALSIT should ask a respective coordinator to get an approval to do so. Final theses need to be graded by the home institution/not by SALSIT.
- State University of Library Studies and Information Technologies - Sofia attempts at facilitating the Erasmus exchange students with disabilities or permanent illnesses.
- For the implementation of **STA/STT**-mobilities, - incoming staff is required to get confirmation of invitation by an SALSIT contact person from the respective faculty in reasonable advance in order to prepare a satisfactory programme of teaching/training.

⁵ 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>

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 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]
BG SOFIA24	May, 10th	November, 10th
PL TORUN01	June, 1st	November, 1st

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

BG SOFIA24:

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 would be provided with additional information for the applying procedures via e-mail.

1. The application forms should be submitted by the students by the **10th of May** or **10th 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.

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>

1. 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****ECTS Credits:**

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

BG SOFIA24:

The State University of Library Studies and Information Technologies – Sofia 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 Bulgarian grading system in higher education is based on the 6 to 2 scale, where 6 is the best mark and 2 is the worst.

Moreover, students can also be marked with additional signs of + and - (each of them equals quarter of a point: + means 0.25 more. Also students can be marked with additional 0,25; 0,50; 0,75 points.

State University of Library Studies and Information Technologies – Sofia		ECTS	
National Grade	Grade	Predicate	
5.50 ÷ 6.00	A	Excellent	
4.50 ÷ 5.49	B	Very good	
3.50 ÷ 4.49	C	Good	
3.49	D	Better than satisfactory / Satisfactory	
3.00	E	Satisfactory	
2	F	Unsatisfactory / Fail	

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	
National Grade	Grade	Predicate	
5	A	Very Good	
4,5	B	Better than good	
4	C	Good	
3,5	D	Better than satisfactory	
3	E	Satisfactory	
2	F	Unsatisfactory / 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
BG SOFIA24	t.todorova@unibit.bg b.tetevenska@unibit.bg (+ 359 878 970 356)	http://www.mfa.bg/bg/pages/156/index.html http://www.mfa.bg/pages/124/index.html http://www.unibit.bg/about-unibit/governing-bodies/heads-departments#BM http://www.unibit.bg/en/about-unibit/administrative-units/pmpam
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
BG SOFIA24	b.tetevenska@unibit.bg (+ 359 878 970 356)	http://www.unibit.bg/en/about-unibit/administrative-units/pmpam
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/#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
BG SOFIA24	l.stankeva@unibit.bg	http://www.unibit.bg/en/about-unibit/administrative-units/hrm
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 ⁶
PL TORUN01	Prof. Dr hab. Jacek Gzella Dean of the Faculty of History	16.12.2014	UZIEKAN Wdziału Nauk Historycznych  prof. dr hab. Jacek Gzella
BG SOFIA24	Prof. Dr Irena Peteva, Phd Vice-Rector for Scientific Research and Development and International Affairs Institutional LLP Coordinator State University Of Library Studies And Information Technologies, Sofia	15.12.2014	

* 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.

** At BG SOFIA24 single-subject and a multi-subject agreements are signed by the Vice-Rector for Scientific Research and Development and International Affairs

⁶ Scanned signatures are accepted