



## 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)
Alexander Technological Education Institute of Thessaloniki	<b>G THESSAL12</b>	ERASMUS OFFICE ATEI THESSALONIKI SINDOS 57 400 P.O BOX 141  LLP / Erasmus Office Email: <a href="mailto:socrates@teithe.gr">socrates@teithe.gr</a> Phone: +30-2310-791-479  <a href="http://www.teithe.gr">http://www.teithe.gr</a> <a href="http://www.socrates.teithe.gr">http://www.socrates.teithe.gr</a>	ERASMUS incoming information: <a href="http://erasmus.teithe.gr/students_en.html">http://erasmus.teithe.gr/students_en.html</a>  Institution's website: <a href="http://www.teithe.gr">http://www.teithe.gr</a>  LLP/Erasmus Office: <a href="http://www.socrates.teithe.gr">http://www.socrates.teithe.gr</a>  Lecture catalogue: <a href="http://erasmus.teithe.gr/DeptLibraryScienceInformationSystems_en.html">http://erasmus.teithe.gr/DeptLibraryScienceInformationSystems_en.html</a>
Department of Library Science and Information Systems	<b>G THESSAL12</b>	Department of Library Science and Information Systems  <b>Dr. Panayiota Polydoratou</b> (polydoratou@libd.teithe.gr) tel. +302310 013 1237	<a href="http://www.libd.teithe.gr">http://www.libd.teithe.gr</a>  <a href="http://polydor.libd.teithe.gr">http://polydor.libd.teithe.gr</a>
Uniwersytet Mikołaja Kopernika w Toruniu	<b>PL TORUN01</b>	International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56	ERASMUS incoming information: <a href="http://www.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a>  Lecture catalogue:

(Nicolaus Copernicus University in Toruń)		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> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students; placements <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), <b>Marta Błaszczyk</b> ( <a href="mailto:martasio@umk.pl">martasio@umk.pl</a> ) - outgoing students; placements	<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>
Faculty of History	<b>PL TORUN01</b>	Institute of Information Science and Book Studies <b>Veslava Osińska, PhD</b> ( <a href="mailto:wieo@umk.pl">wieo@umk.pl</a> ) tel. +48 56 6112392, tel/fax +48 56 6114415	<a href="http://www.inibi.umk.pl/english">http://www.inibi.umk.pl/english</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 (SMS)

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS <sup>1</sup>	SMT <sup>2</sup>
PL TORUN01	G THESSAL12	0322 061	Library, Information Studies ICTs	1 <sup>st</sup> , 2 <sup>nd</sup>	2/2x5	2/2x3
G THESSAL12	PL TORUN01	0322 061	Library, Information Studies ICTs	1 <sup>st</sup>	2/2x5	2/2x3

#### Staff Mobility (STA and STT)

FROM	TO	Subject area ISCED	Subject area name ISCED	Total Number of staff mobility/Total number of days	
				STA <sup>3</sup>	STT <sup>4</sup>
PL TORUN01	G THESSAL12	0322 061	Library, Information Studies ICTs	2/1week	2/1 week
G THESSAL12	PL TORUN01	0322 061	Library, Information Studies ICTs	2/1week	2/1 week

<sup>1</sup> Student Mobility for Studies

<sup>2</sup> Student Mobility for Traineeship

<sup>3</sup> Staff Mobility for Teaching

<sup>4</sup> 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>G THESSAL12</b>	0322 061	English	English	B2	B2
<b>PL TORUN01</b>	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

**G THESSAL12:** TBA, if needed, after one year's evaluation into our agreement.

#### 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:

<sup>5</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>

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. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
<b>G THESSAL12</b>	June, 30 <sup>th</sup>	November, 15 <sup>th</sup>
<b>PL TORUN01</b>	June, 1st	November, 1st

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

##### **G THESSAL12:**

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://erasmus.teithe.gr/procedure\\_en.html](http://erasmus.teithe.gr/procedure_en.html)

The online application should be submitted by the students by the **30<sup>th</sup> of June (winter semester) or 15<sup>th</sup> of November (spring semester)**.

##### **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 **1<sup>st</sup> of June or 1<sup>st</sup> 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

#### Partner University:

G THESSAL12	
Website Grading systems of the Institutions (ECTS Users' Guide?)	<a href="http://erasmus.teithe.gr/ects_en.html">http://erasmus.teithe.gr/ects_en.html</a>
Website Visa Information	<a href="mailto:Socrates@teithe.gr">Socrates@teithe.gr</a> <a href="http://erasmus.teithe.gr/visas_en.html">http://erasmus.teithe.gr/visas_en.html</a> Ministry of Foreign Affairs of Hellenic Republic: <a href="http://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/">http://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/</a>
Contact details	<a href="https://www.erasmus.teithe.gr">https://www.erasmus.teithe.gr</a> in the English version
Website Insurance Information <sup>6</sup>	<a href="mailto:Socrates@teithe.gr">Socrates@teithe.gr</a>
Contact details	<a href="https://www.erasmus.teithe.gr">https://www.erasmus.teithe.gr</a> in the English version
Housing	<a href="mailto:esn@teithe.gr">esn@teithe.gr</a> <a href="http://erasmus.teithe.gr/esn_en.html">http://erasmus.teithe.gr/esn_en.html</a>
Contact details	<a href="https://www.erasmus.teithe.gr">https://www.erasmus.teithe.gr</a> in the English version
Website Students and Staff with Disabilities	<a href="http://amea.teithe.gr/index.php?q=node">http://amea.teithe.gr/index.php?q=node</a>
Contact details	<a href="http://amea.teithe.gr/index.php?q=epikoinwnia">http://amea.teithe.gr/index.php?q=epikoinwnia</a>
Other useful information - Info Sheet	

#### ECTS Credits:

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

<sup>6</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 institutions will inform mobile participants of cases in which insurance cover is not automatically provided.

ECTS Grade	Definition	ATEITH grading scale	Definition
<b>A</b>	<b>EXCELLENT</b> - outstanding performance with only minor errors	8.5 - 10	Excellent (Άριστα)
<b>B</b>	<b>VERY GOOD</b> - above the average standard but with some errors	7 - 8.49	Very Good (Λίαν Καλώς)
<b>C</b>	<b>GOOD</b> - generally sound work with a number of notable errors	5 - 6.99	Good (Καλώς)
<b>D</b>	<b>SATISFACTORY</b> - fair but with significant shortcomings		
<b>E</b>	<b>SUFFICIENT</b> - performance meets the minimum criteria		
<b>Fx</b>	<b>FAIL</b> - some more work required before the credit can be awarded	4 - 4.99	Not satisfactory (Ανεπαρκώς)
<b>F</b>	<b>FAIL</b> - considerable further work is required	0 - 3.99	Fail (Κακώς)

#### 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	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
<b>G THESSAL12</b>	ERASMUS OFFICE ATEI LLP / Erasmus Office Email: <a href="mailto:socrates@teithe.gr">socrates@teithe.gr</a> Phone: +30-2310-791-479	<a href="http://erasmus.teithe.gr/visas_en.htm">http://erasmus.teithe.gr/visas_en.htm</a> Ministry of Foreign Affairs of Hellenic Republic: <a href="http://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/">http://www.mfa.gr/en/visas/visas-for-foreigners-traveling-to-greece/</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://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. For **G THESSAL12** specifically as this is stated at the International Students Office: "All incoming to ATEITH Erasmus students either for a study exchange period or for practical training must be insured by their home institutions for their whole exchange period. Especially for practical training realization all the students must be additionally insured with Liability & Accident Insurance, according to EU directions. ATEITH will not be liable for any accidents caused during the practical training of the student. For any further help or clarification regarding insurance issues contact the International Office of your home institution or the International Relations Office of ATEITH"

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>G THESSAL12</b>	ERASMUS OFFICE ATEI LLP / Erasmus Office Email: <a href="mailto:socrates@teithe.gr">socrates@teithe.gr</a> Phone: +30-2310-791-479	<a href="http://erasmus.teithe.gr/fees_en.html">http://erasmus.teithe.gr/fees_en.html</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>


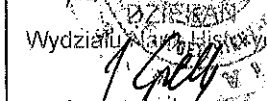
## 4. Housing

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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
<b>G THESSAL12</b>	ERASMUS OFFICE ATEI LLP / Erasmus Office Email: <a href="mailto:socrates@teithe.gr">socrates@teithe.gr</a> Phone: +30-2310-791-479	<a href="http://erasmus.teithe.gr/accommodation_en.html">http://erasmus.teithe.gr/accommodation_en.html</a>  <a href="http://erasmus.teithe.gr/esn_en.html">http://erasmus.teithe.gr/esn_en.html</a>
<b>PL TORUN01</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a>  <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
<b>G THESSAL12</b>	Prof. Panagiotis Tzionas, Vice-President	19/1/2015	
<b>PL TORUN01</b>	Prof. dr hab. Jacek Gzella Dean of the Faculty of History	20.01.2015	 Wydział Historii i Historii Sztuki prof. dr hab. Jacek Gzella

\* 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.

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