



## Erasmus+ Programme

### Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility

#### Inter-institutional agreement 2015-2021 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)
<b>University of Wolverhampton</b>	<b>UK WOLVERH01</b>	ERASMUS Institutional Coordinator <b>Dominique Nield</b> International Partnerships & Programmes Manager Tel: +44(0)1902 323733 Email: <a href="mailto:D.Nield@wlv.ac.uk">D.Nield@wlv.ac.uk</a>  ERASMUS Programme Administrator Tracy Gold Tel: +44(0)1902 322722 Email: <a href="mailto:T.Gold@wlv.ac.uk">T.Gold@wlv.ac.uk</a>	ERASMUS Incoming Information: Website: <a href="http://www.wlv.ac.uk">www.wlv.ac.uk</a>  Lecture catalogue: <a href="https://www.wlv.ac.uk/current-students/course-guides-2014-15/">https://www.wlv.ac.uk/current-students/course-guides-2014-15/</a>
<b>University of Wolverhampton</b>	<b>UK WOLVERH01</b>	Departmental coordinator: Tracy Gold Tel: +44(0)1902 322722 Email: <a href="mailto:T.Gold@wlv.ac.uk">T.Gold@wlv.ac.uk</a>	
Uniwersytet Mikołaja Kopernika w Toruniu  (Nicolaus Copernicus)	<b>PL TORUN01</b>	International Programmes Office, Nicolaus Copernicus University,  ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax, +48 56 6114929, tel. 611 -4928, - 2246, -4788  Ewa Derkowska-Rybicka	ERASMUS Incoming Information:  <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a>  Lecture catalogue:

University In Toruń)		( <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;  <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), <b>Marta Błaszczuk</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; <b>Martyna Malec</b> ( <a href="mailto:malec@umk.pl">malec@umk.pl</a> ) - traineeships	<a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a>  Semester dates:  <a href="http://www.umk.pl/en/erasmus/life/guide/calendar/">http://www.umk.pl/en/erasmus/life/guide/calendar/</a>
		Collegium Medicum In Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91  <b>Paulina Gyrkow</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	<a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a>
Faculty of Biology and Environmental Protection	<b>PL TORUN01</b>	<i>Faculty coordinators:</i> <b>Prof. Anna Goc</b> e-mail: <a href="mailto:goc@umk.pl">goc@umk.pl</a> Tel. (+48 56) 611-45-76  <b>Dr. Marcin Skibicki</b> (Faculty Coordinator) e-mail: <a href="mailto:skibicki@umk.pl">skibicki@umk.pl</a> tel. (+48 56) 611-35-71  <i>English Department:</i> <b>Prof. Ariadna Struglejska</b> e-mail: <a href="mailto:ariadnas@umk.pl">ariadnas@umk.pl</a>  <b>Dr. Magdalena Kallińska</b> e-mail: <a href="mailto:kallnska@econ.umk.pl">kallnska@econ.umk.pl</a> Tel. (+48 56) 611-47-83  <b>Dr. Franciszek Skibiński</b> email: <a href="mailto:franek_skibinski@umk.pl">franek_skibinski@umk.pl</a> tel. (+48 56) 611 38-13	<a href="https://www.umk.pl/wspolpraca/erasmus_plus/koordynatorzy/koordynatorzy/">https://www.umk.pl/wspolpraca/erasmus_plus/koordynatorzy/koordynatorzy/</a>
Faculty of Languages			
Faculty of Economic Sciences and Management			
Faculty of Fine Arts			

#### 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	Subject area name	Study cycle	Number of student mobility periods
[Erasmus]	[Erasmus]				

code of the sending institution]	code of the receiving institution]	code [ISCED]		[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods or average duration]
<b>UK WOLVERH01</b>	<b>PL TORUN01</b>	051, 052	Biology and Biochemistry	1 <sup>st</sup> and 2 <sup>nd</sup>	2 students, 10 months
		041	Economics, Business and Administration		2 students, 10 months
		023	Foreign Languages (EN)		2 students, 10 months
		0213	Fine Arts		2 students, 10 months
<b>PL TORUN01</b>	<b>UK WOLVERH01</b>	051, 052	Biology and Biochemistry	1 <sup>st</sup> and 2 <sup>nd</sup>	2 students, 10 months
		041	Economics, Business and Administration		2 students, 10 months
		023	Foreign Languages (EN)		2 students, 10 months
		0213	Fine Arts		2 students, 10 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 *]	Staff Mobility for Training *
<b>UK WOLVERH01</b>	<b>PL TORUN01</b>				
<b>PL TORUN01</b>	<b>UK WOLVERH01</b>				

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
<b>UK WOLVERH01</b>		English		B2	C1
<b>PL TORUN01</b>		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*].

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

##### UK WOLVERH 01:

All incoming students must be nominated by their home institution before the deadline date. Application forms and documents need to be forwarded to Tracy Gold – International Centre by our deadline dates. The University of Wolverhampton can arrange support to students/staff with disabilities, please contact Tracy Gold for details.

##### 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/erasmus/students/applying/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/erasmus/life/guide/issues/#A2/>

<sup>1</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://europa.europa.eu/en/resources/european-language-levels-cefr>

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](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>UK WOLVERH01</b>	Nominations: 1 <sup>st</sup> June Applications: 20 <sup>th</sup> June	Nominations: 1 <sup>st</sup> October Applications: 25 <sup>th</sup> October
<b>PL TORUN01</b>	June, 1 <sup>st</sup>	November, 1 <sup>st</sup>

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

### UK WOLVERH 01:

2. The University of Wolverhampton will send its decision within 5 weeks of closing date for applications.
3. A Transcript of Records will be issued by the University of Wolverhampton no later than 5 weeks after the assessment period has finished. These will be posted to the home university once the award boards have met and agreed the results.
4. Termination of the Agreement:

In the event of unilateral termination, 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.

### 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/erasmus/students/applying/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

#### **UK WOLVERH 01:**

The University of Wolverhampton has adopted the Credit Accumulation and Transfer system (CATS) of 120 credits for academic level of study. This is based on 6 x 20 credit modules per level. 1 credit is attributed with 10hrs of study. 20 CATS credits is equal to 10 ECTS credits. Therefore a full year's Undergraduate study is awarded 120 CATS credits, which is 60 ECTS credits. Grading System can be found at: <http://www.wlv.ac.uk/current-students/improving-assessment--feedback/>

#### **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	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>UK WOLVERH01</b>	Tracy Gold Tel: +44(0)1902 322722 Email: T.Gold@wlv.ac.uk	<a href="https://www.wlv.ac.uk/international/visas-and-immigration/">https://www.wlv.ac.uk/international/visas-and-immigration/</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="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum In Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">http://www.umk.pl/en/erasmus/life/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
<b>UK WOLVERH01</b>	Tracy Gold Tel: +44(0)1902 322722 Email: T.Gold@wlv.ac.uk	<a href="https://www.endsleigh.co.uk/personal/home-insurance/student-room-insurance/">https://www.endsleigh.co.uk/personal/home-insurance/student-room-insurance/</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="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum In Bydgoszcz	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

	(+48 52 585 3691)	
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#### 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>UK WOLVERH01</b>	Tracy Gold Tel: +44(0)1902 322722 Email: T.Gold@wlv.ac.uk	<a href="https://www.wlv.ac.uk/study-here/accommodation/">https://www.wlv.ac.uk/study-here/accommodation/</a>
<b>PL TORUN01</b>	Incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)  erasmus@cm.umk.pl Tel. Collegium Medicum In Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
<b>UK WOLVERH01</b>	<b>Dominique Nield</b> International Partnerships & Programmes Manager	19/12/14	<i>Dominique Nield</i>
<b>PL TORUN01</b>	Professor Beata Przyborowska, Vice-Rector for Education	30.12.2014	<i>Beata Przyborowska</i>

prof. dr hab. Beata Przyborowska

30.12.2014

\* 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.

<sup>2</sup> Scanned signatures are accepted