



**Erasmus+ Programme**  
**Key Action 1**  
 – Mobility for learners and staff –  
**Higher Education Student and Staff Mobility**  
**Inter-institutional agreement 2016/17-2020/21**  
 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)
<p><b>Univerzita Mateja Bela v Banskej Bystrici</b>            (Matej Bel University Banská Bystrica)</p> <p>Faculty of Education</p>	<p><b>SK BANSKA01</b></p>	<p><b>FAKULTNÝ KONTAKT</b>            Faculty of Education MBU            International Relations Office            Ružová 13, 974 11 Banská Bystrica, Slovakia            Tel.: +421 48 446 4226</p> <p><b>Erasmus+</b>  <b>Institutional Coordinator</b>            doc. PhDr. Katarína Chovancová, PhD.            Matej Bel University, Banská Bystrica            Národná 12, 97401 Banská Bystrica, Slovakia</p> <p><b>ERASMUS+</b>  <b>Faculty Coordinator:</b>            doc. PaedDr. Peter Jusko, PhD.            peter.jusko@umb.sk</p> <p><b>ERASMUS+ administrator:</b>            Mgr. Andrea Zvalová            andrea.zvalova@umb.sk</p> <p><b>Departmental coordinator:</b>            Doc. PaedDr. Lada Kaliská, PhD.            lada.kaliska@umb.sk</p>	<p>In Slovak  <a href="http://www.pdf.umb.sk">www.pdf.umb.sk</a></p> <p>In English  <a href="http://www.pdf.umb.sk/en">www.pdf.umb.sk/en</a></p>
<p><b>Uniwersytet Mikołaja Kopernika w Toruniu</b>            (Nicolaus Copernicus University in Toruń)</p>	<p><b>PL TORUN01</b></p>	<p>International Programmes Office,            Nicolaus Copernicus University,            ul. Gagarina 11, 87-100 Toruń, Poland;            tel/fax. +48 56 6114929, tel. 611 - 4928, -2246</p> <p><b>Ewa Derkowska-Rybicka</b>            (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p><b>Małgorzata Grudzińska</b>            (incoming@erasmus.umk.pl) - incoming students; placements</p> <p><b>Marta Wiśniewska</b> (mawi@umk.pl),  <b>Marta Błaszczuk</b> (martaslo@umk.pl) - outgoing students; placements</p>	<p>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></p>
		<p>Collegium Medicum in Bydgoszcz            (medical sciences):            International Programmes Department            ul. M. Curie Skłodowskiej 9,            85-067 Bydgoszcz            tel. (52) 585-36-91</p>	<p><a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a></p>

		<b>Paulina Gyrkow</b> e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a>	
Faculty of Humanities	<b>PL TORUN01</b>	<i>Faculty coordinator:</i> Prof. Zbigniew Nerczuk Faculty of Humanities Erasmus Co-ordinator Fosa Staromiejska 1a 87-100 Toruń Poland Tel. (+48) 56 611 36 23 Fax. (+ 48) 56-611-36-32	<a href="http://www.erasmushum.umk.pl/">http://www.erasmushum.umk.pl/</a>  <a href="https://www.facebook.com/groups/284311268410286/">https://www.facebook.com/groups/284311268410286/</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 [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 <small>[total number of months of the study periods or average duration]</small>
SK BANSKA01	PL TORUN01	0313	Psychology	1, 2	3 students (18 months)
PL TORUN01	SK BANSKA01	0313	Psychology	1, 2	3 students (18 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 <small>[total number of days of teaching periods or average duration *]</small>	Staff Mobility for Training *
SK BANSKA01	PL TORUN01	0313	Psychology	1 person (8 h per week)	
PL TORUN01	SK BANSKA01	0313	Psychology	1 person (8 h per week)	

### 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]
SK BANSKA01	PL TORUN01	Slovak	English	B1	B2
PL TORUN01	SK BANSKA01	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).

#### D. Additional requirements

##### SK BANSKA 01:

- **The candidates with disabilities can only be accepted after the consultation with Faculty of Education Matej Bel University in Banska Bystrica.**
- The sending institution on the nomination letter (name, e-mail, area of study, period of study) must notify the International Relations Office/ ERASMUS administrator about their interest in studying at the Faculty of Education Matej Bel University Banska Bystrica one month prior to the deadline
- Students must arrive at least 7 days before the academic year starts
- Foreign students coming to Banska Bystrica are automatically enrolled in the buddy system (ESN UMB).
- Students must attend courses
  - Bachelor and Master study programmes - minimum 20 credits per one semester
  - PhD. students - minimum 10 credits per one semester
- **Teachers** must notify the departmental coordinator about their interest in teaching at the Faculty of Education at Matej Bel University Banska Bystrica two months prior to their arrival.

##### 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 Torun.

Contact:

an English speaking psychologist [counselling@erasmus.umk.pl](mailto:counselling@erasmus.umk.pl)

<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://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

- 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>SK BANSKA01</b>	Nomination: 15 May Application: 15 July	Nomination: 30 Sept Application: 15 November
<b>PL TORUN01</b>	June, 1 <sup>st</sup>	November, 1 <sup>st</sup>

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

##### **SK BANSKA01:**

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).

Application - when you are nominated by your university as an Erasmus student, please fill the enclosed:

<http://www.pdf.umb.sk/en/erasmus/incoming-students/before-arrival.html>

The application should be submitted by the students by the **15 July** or **15 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

<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 4 weeks.

##### 3. 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.

##### 4. 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

**SK BANSKA01 - MBU:** <http://www.erasmus.umb.sk> <http://www.pdf.umb.sk/en>

Grades: **A** – EXCELLENT - outstanding performance with only minor errors  
**B** – VERY GOOD - above the average standard but with some error,  
**C** – GOOD - generally sound work with a number of notable error  
**D** – SATISFACTORY - fair but with significant shortcomings,  
**E** – SUFFICIENT - performance meets the minimum criteria  
**FX** – FAIL - some more work required before the credit can be awarded.

The value of local credits corresponds to ECTS credits

##### **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>SK BANSKA01</b>	<a href="http://www.foreign.gov.sk/en/contact_us/mfa_contact">http://www.foreign.gov.sk/en/contact_us/mfa_contact</a>	<a href="http://www.foreign.gov.sk/en/consular_info/visa">http://www.foreign.gov.sk/en/consular_info/visa</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/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. 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>SK BANSKA01</b>	Incoming + outgoing: Mgr. Andrea Zvalová Erasmus Administrator, <a href="mailto:andrea.zvalova@umb.sk">andrea.zvalova@umb.sk</a>	<a href="http://www.pdf.umb.sk/en">www.pdf.umb.sk/en</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>

	erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+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
SK BANSKA01	Incoming + outgoing: Mgr. Andrea Zvalová Erasmus Administrator, andrea.zvalova@umb.sk	<a href="http://www.pdf.umb.sk/en">www.pdf.umb.sk/en</a>
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)	<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>

**SK BANSKA01:** Foreign students can stay at University residence halls Študentský domov 3, Tajovského 51, Banská Bystrica. The residence hall provide rooms with three bedrooms. Each floor has a shared kitchen with two electric cookers and a fridge. Students can use university wi-fi.

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
SK BANSKA01	<b>doc. PhDr. Katarína Chovancová, PhD.</b> <i>Vice-rector for International Cooperation and Public Relations, Institutional Erasmus+ Coordinator</i>	21.10.2015	UNIVERZITA KATEŘINY JELEKOVY REKTORÁT Národná 12 974 01 Banská Bystrica 16 <i>Peľomocník-Dziekana Wydziału Humanistycznego ds. Mobilności</i>
PL TORUN01	<b>Prof. Zbigniew Nerczuk</b> <i>Vice-Dean of the Faculty of Humanities</i>	27.01.2016	<i>Dr hab. Zbigniew Nerczuk, prof. UMK</i>

\* At PL TORUN01 single-subject agreements are signed by the dean of the respective faculty, while multi-subject agreements by the Vice-rector for Education.

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