



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2015-2021<sup>2</sup> between programme countries

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Heinrich Heine University Düsseldorf</b>  International Office  40204 Düsseldorf Deutschland	<b>D DUSSELD01</b>	<u>Institutional Coordinator:</u> <b>Ms. Dr. Anne Gellert</b> erasmusagreements@hhu.de  <u>Departmental Coordinator:</u> <b>Mr. Dr. Guido Quetsch</b> Institut für Sozialwissenschaften ✉ quetsch@phil.uni- duesseldorf.de ☎ +49 211 81-14092	Web page: www.hhu.de /erasmus- incomings

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

Uniwersytet Mikołaja Kopernika w Toruniu ( <i>Nicolaus Copernicus University in Toruń</i> )	<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 <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 Błaszczuk</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; placements	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>
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.umk.pl/en/cooperation/erasmus/">http://www.umk.pl/en/cooperation/erasmus/</a>  <a href="http://www.erasmushum.umk.pl/">http://www.erasmushum.umk.pl/</a>

#### B. Mobility numbers<sup>4</sup> per 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 (average duration)
<b>PL TORUN01</b>	<b>D DUSSELD 01</b>	310	Social sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5 months
<b>D DUSSELD 01</b>	<b>PL TORUN01</b>	310	Social sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 5 months



### 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 [Min. recommended level: B1]	Staff Mobility for Teaching [Min. recommended level: B2]
PL TORUN01		Polish	English	B2	B2
D DUSSELD01		German	English	B1 German B2 English	B2

### D. Additional requirements

The Universities have the infrastructure to welcome students and staff with disabilities:

**D DUSSELD 01:** <http://www.uni-duesseldorf.de/home/shortcuts/BBST/> (Univ. Prof. Dr. med. Matthias Franz: [matthias.franz@uni-duesseldorf.de](mailto:matthias.franz@uni-duesseldorf.de))

#### 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 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. Calender

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D DUSSELD01	April, 30 <sup>th</sup> (Nomination) July, 15 <sup>th</sup> (Application)	October, 31 <sup>st</sup> (Nomination) January, 15 <sup>th</sup> (Application)
PL TORUN01	June, 1st	November, 1st

### 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

#### D DUSSELD01:

There is no consistent grading system at the Heinrich Heine University. The grading system depends on every subject's examination regulations.

#### 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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D DUSSELD01	<p>Ms. Monika Lent-Öztürk (incomings): ✉ <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a> ☎ +49-211-81-10726</p> <p>Ms. Sabrina Sandmann (outgoings): ✉ <a href="mailto:outgoings-europa@hhu.de">outgoings-europa@hhu.de</a>, ☎ +49-211-81-10220</p>	<a href="http://www.hhu.de/erasmus-incomings">http://www.hhu.de/erasmus-incomings</a>
PL TORUN01	<p><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)</p>	<p><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></p>

## 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.


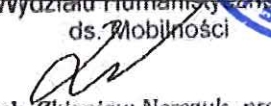
Institution [Erasmus code]	Contact details (email, phone)	Website for information
D DUSSELD01	Ms. Monika Lent-Öztürk (Incomings): ✉ <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a> ☎ +49-211-81-10726  Ms. Sabrina Sandmann (outgoings): ✉ <a href="mailto:outgoings-europa@hhu.de">outgoings-europa@hhu.de</a> , ☎ +49-211-81-10220	<a href="http://www.hhu.de/erasmus-incomings">http://www.hhu.de/erasmus-incomings</a>
PL TORUN01	<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/#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.

Institution [Erasmus code]	Contact details (email, phone)	Website for information
D DUSSELD01	Ms. Monika Lent-Öztürk (Incomings): ✉ <a href="mailto:exchange-students@hhu.de">exchange-students@hhu.de</a> ☎ +49-211-81-10726	<a href="http://www.hhu.de/erasmus-incomings">http://www.hhu.de/erasmus-incomings</a>
PL TORUN01	<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/erasmus/students/application/#A:accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#A: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>6</sup>
D DUSSELD01	<b>Ms. Dr. Anne Gellert</b>  Head of the International Office	03.02. 2016	 Pełnomocnik Dziekana Wydziału Humanistycznego ds. Mobilności
PL TORUN01	Prof. Zbigniew Nerczuk Associate Dean of the Faculty of Humanities NCU	26.01.2016	 Dr hab. Zbigniew Nerczuk, prof. UMK

<sup>6</sup> Scanned signatures are accepted