



Erasmus+ Programme

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

Inter-institutional agreement 2014-2021 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 (email, phone)	Website (eg. of the course catalogue)
Nicolaus Copernicus University	PL TORUN 01	International Programmes Office, 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 students; placements (incoming@erasmus.umk.pl) Marta Wiśniewska (mawi@umk.pl), outgoing students; placements	http://www.umk.pl/en/cooperation/erasmus/students/

		Faculty Erasmus Coordinator Magdalena Kalinska Faculty of Economics Sciences and Management Ul Gagarina 13A 87-100 Torun, Poland email: Erasmus_plus@econ.umk.pl	
University of Würzburg, Faculty of Business Management and Economics	D WURZBUR01	Academic contact: Prof. Dr. Hans Fehr Universität Würzburg, Lehrstuhl für Finanzwissenschaft, Sanderring 2, 97070 Würzburg, Germany. Tel. +49 931 318 3686 Email: hans.fehr@uni-wuerzburg.de Administrativ contact: Michaela Briglmeir, Studiendekanat, Sanderring 2, 97070 Würzburg Tel.: +49 931 3180215 Email: ausland@wifak.uni-wuerzburg.de Institutional Coordinator/Head of International Office: Florian Evenbye, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 2298, Fax +49 931 318 2603; E-mail: international@uni-wuerzburg.de	General University Page: Uni-wuerzburg.de For exchange Students: International.uni-wuerzburg.de Course Catalogue: uni-wuerzburg.de/fuer/studieren/de/vorlesungsverzeichnis Page of the Faculty: www.economics.uni-wuerzburg.de/international/

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 November in the preceding 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 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *

PL TORUN01	D WURZBUR01	34	Business Studies and Economics	1 st 2 nd	2x10 months (=20 total)	No/only by individual agreement
D WURZBUR01	PL TORUN01	34	Business Studies and Economics	1 st 2 nd	2x10 months (=20 total)	

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 *
PL TORUN01	D WURZBUR01	34	Business Studies and Economics	Min 2 days	Min 2 days
D WURZBUR01	PL TORUN01	34	Business Studies and Economics	Min 2 days	Min 2 days

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D WURZBUR01	34	German	English	If ECTS-Points are needed a minimum of B1 is recommended. No certificate	German OR English: B2 recommended.

				required for admission	
PL TORUN01	34	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*].

D. Additional requirements

University of Würzburg: Preparatory classes are offered in many fields of study before the terms starts. Exchange students are welcome and participation is recommended.

A tutor program is offered for all international students for having a better start with all practical issues like opening a bank account, registrations procedures etc. ; international.uni-wuerzburg.de/en/studium_in_wuerzburg/tutoren

Language courses: International students with knowledge of B2 German or less are asked to participate in the intensive courses before their studies in Würzburg start. The courses are free of charge and are offered four weeks in September and March.

The University of Würzburg welcomes students and staff with disabilities and provides an information and assistance center. Learn more at www.behindertenbeauftragter.uni-wuerzburg.de/kis/,

Contact person: Mrs Sandra Ohlenforst, Universität Würzburg, KIS, Am Hubland, 97070 Würzburg. Tel.: 0931/31-84052, Email: kis@uni-wuerzburg.de

International staff will be assisted by the Welcome Office: welcomecenter.uni-wuerzburg.de/en

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D WURZBURG01	15 th June, later nominations can be accepted	15 th January, later nominations can be accepted
PL TORUN 01	1 June	1 November

2. **University of Würzburg:** After having received the paper application (printed online application) the letter of admission will be send within a max. of six weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

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.

F. Information

1. Grading systems of the institutions

University of Würzburg:

Student performances are graded individually and not on a statistical basis. In general, the University of Würzburg uses the grading system charted below.

Alternatively, departments may evaluate student performance by using the "pass" / "fail" distinction. For details please visit our webpage www.uni-wuerzburg.de/fileadmin/32020000/Ordnungen/ASPO-20110711-aes2-Netz-kon.pdf

Please note that the faculty of law uses a 1-16 grade system in case students want to take courses at that faculty.

Würzburg Grade	ECTS Grade
1,0-1,5	A "excellent"
1,6-2,0	B "very good"
2,1-3,0	C "good"
3,1-3,5	D "satisfactory"
3,6-4,0	E "sufficient"
4,1-5,0	F "failed"

PL TORUN01:

5	excellent
4+	very good
4	good
3+	satisfactory
3	sufficient
2	failed

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
D WURZBUR01	<p>Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804</p> <p>Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de</p>	International.uni-wuerzburg.de

	wuerzburg.de – Tel.: +49 931 318 8604	
PL TORUN01	incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/issues/#A1

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
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804 Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604	International.uni-wuerzburg.de
PL TORUN01	incoming@erasmus.umk.pl	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
D WURZBUR01	Incoming students family names A-L: Ms. Nicole SCHMITT – Email: nicole.schmitt@uni-wuerzburg.de – Tel.: +49 931 318 2804	International.uni-wuerzburg.de Please apply for housing as soon as possible. Housing in a student residence is guaranteed until 15 th June for winter term and 15 th

	Incoming students family names M-Z: Ms. Angela FENSKE – Email: angela.fenske@uni-wuerzburg.de – Tel.: +49 931 318 8604	January for summer term. Students should apply without waiting for the acceptance letter of the University
PL TORUN01	incoming@erasmus.umk.pl	http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
D WURZBUR01	Institutional Coordinator/Head of International Office: Florian Evenbye, International Office, Sanderring 2, 97070 Würzburg, Germany; Tel. +49 931 318 2298, Fax +49 931 318 2603; E-mail: international@uni-wuerzburg.de	17/7/16	 
PL TORUN01	Dr hab. Jerzy Boehlke, prof. UMK Prodziekan ds. Rozwoju i Współpracy z Zagranicą	15.06.2014	 Prodziekan ds. Rozwoju i Współpracy z Zagranicą Dr hab. Jerzy Boehlke, prof. UMK

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(1664)

¹ Scanned signatures are accepted