



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2016-2020<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)	Contact details <sup>3</sup> (email, phone)	Website
<b>Martin-Luther-Universität Halle-Wittenberg - D HALLE01</b>		
International Office Anna Kostov <b>Institutional Coordinator</b>	<a href="mailto:anna.kostov@international.uni-halle.de">anna.kostov@international.uni-halle.de</a>	<a href="http://www.international.uni-halle.de/international_office/">http://www.international.uni-halle.de/international_office/</a>
Faculty of Law Prof. Dr. Stephan Madaus <b>Departmental Coordinator</b>	<a href="mailto:stephan.madaus@uni-halle.de">stephan.madaus@uni-halle.de</a>	<a href="http://www.jura.uni-halle.de/lehrstuehle_dozenten/madaus/">http://www.jura.uni-halle.de/lehrstuehle_dozenten/madaus/</a> <a href="http://www.jura.uni-halle.de/studium_lehre_pruefung/studium_lehre/erasmus/incomer/">http://www.jura.uni-halle.de/studium_lehre_pruefung/studium_lehre/erasmus/incomer/</a> Online Course Catalogue: <a href="https://studip.uni-halle.de/mlu_vv.php">https://studip.uni-halle.de/mlu_vv.php</a>
<b>Uniwersytet Mikołaja Kopernika w Toruniu – PL TORUN01</b>		
Ewa Derkowska-Rybicka	<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>	<a href="https://www.umk.pl/en/">https://www.umk.pl/en/</a>

<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.



<b>Head of the International Programmes Office</b>  Małgorzata Grudzińska  <b>Responsible for student exchange</b>	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>	<b>Online Course Catalogue:</b> Faculty: <a href="http://www.law.umk.pl/index.php?lang=en#551">http://www.law.umk.pl/index.php?lang=en#551</a>  University: <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a>
Dr. Piotr Chrzczonowicz  <b>ERASMUS Coordinator of the Faculty of Law and Administration</b>	<a href="mailto:pch@umk.pl">pch@umk.pl</a>	<a href="http://www.law.umk.pl/index.php?lang=en#40#pch@umk.pl">http://www.law.umk.pl/index.php?lang=en#40#pch@umk.pl</a>

## B. Mobility numbers<sup>4</sup> per academic year

### Students

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 [total number of students x number of months per student]						
D HALLE01	PL TORUN01	380 (0421)	Law	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 9 months or 4 students x 4,5 months = <b>18</b> months	
PL TORUN01	D HALLE01	380 (0421)	Law	1 <sup>st</sup> , 2 <sup>nd</sup>	2 students x 9 months or 4 students x 4,5 months = <b>18</b> months	
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 HALLE01	380 / 0421	Law	1 (5)		Only by individual agreement

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx> )



<b>D HALLE01</b>	<b>PL TORUN01</b>	380 / 0421	Law	1 (5)	Only by individual agreement
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### 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	Staff Mobility for Teaching
<b>D HALLE01</b>	380 (0421)	German	English	German: B2 recommended	German or English: B2 recommended
<b>PL TORUN01</b>	380 (0421)	Polish	English	Polish or English B 2	Polish or English B 2

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

#### D HALLE01:

Although MLU Halle-Wittenberg (**D HALLE01**) has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, we would strongly advise to provide as much information ahead of time in order for our International Office Staff to inform the student/staff of the feasibility of the mobility.

#### 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/>

<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>



Contact:

International Programmes Office in Toruń, +48 56 6114928 [incoming@erasmus.umk.pl](mailto:incoming@erasmus.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. Academic Calendar:

Receiving institution	Autumn term	Summer term
<b>D HALLE01</b>	01.10.-31.03.	01.04.-30.09.
<b>PL TORUN01</b>	Starts 01.10, end indicated each year (usually mid February)	Indicated each year, app. from mid February to mid June

### 2. Nominations on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Summer term
<b>D HALLE01</b>	01.05.	01.11.
<b>PL TORUN01</b>	June, 1st	November. 1st

### 3. Applications on nominated students must reach the receiving institution by:

Receiving institution	Autumn term	Summer term
<b>D HALLE01</b>	15.05.	15.11.
<b>PL TORUN01</b>	June, 1 st	November. 1st

### **D HALLE01:**

4. **D HALLE01** will send its decision within 8 weeks.
5. A Transcript of Records will be issued by **D HALLE01** no later than the end of March for the 1st semester students and no later than the end of September for the 2nd semester and full year students, after the assessment period has finished.



#### 6. Termination of the agreement

A notice of at least one academic year should be given for the termination of the agreement. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 August 20XX will only take effect as of 1 August 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of 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/cooperation/erasmus/students/application>

4. **PL TORUN01** will send its decision within 6 weeks.

5. A Transcript of Records will be issued by **PL TORUN01** no later than 5 weeks after the assessment period has finished.

#### 6. Termination of the agreement

This Agreement shall be effective for the period 2016-2020. If either institution wishes to terminate the agreement, one year's notice must be given in writing. For example, notice to terminate mobility from 2017/18 must be given by 1 September 2016. 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 HALLE01:**

German Grade	Receiving institution	ECTS Grade
<b>VERY GOOD</b>		
<b>1-1,5</b>	Is given for the exceptionally independent and excellent performance	<b>A</b>
<b>1,5</b>	Is given for the independent and excellent performance	<b>A</b>
<b>1,7</b>	Is given for the excellent but not particularly independent performance	<b>A</b>
<b>GOOD</b>		
<b>2</b>	Is given for the good performance, a little above average	<b>B</b>
<b>2,5</b>	Is given for the average performance	<b>C</b>
<b>3</b>	Is given for the mediocre performance, slightly below average	<b>D</b>
<b>ACCEPTABLE</b>		



	Is given for the just acceptable performance, is the passing mark indicating that the student fulfilled the goals of the class in a satisfactory way	<b>E</b>
-----	----- <b>FAIL</b> -----	-----
<b>5</b>	Is given for the hesitant and not satisfactory performance	<b>FX</b>
<b>5</b>	Is given for the very hesitant, very insufficient, very unsatisfactory performance and for the completely <b>UNACCEPTABLE PERFORMANCE</b>	<b>F</b>

### 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	Excellent
4,5 - 5		B	Very Good
4		C	Good
3,5		D	Satisfactory
3		E	Sufficient
2		F	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>D HALLE01</b>	<b>Gritt Eisenkopf</b> Tel: +49 (0)345 55 21535 <a href="mailto:gritt.eisenkopf@international.uni-halle.de">gritt.eisenkopf@international.uni-halle.de</a>	<b>Visa and Residence Permit</b> <a href="http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/einreise_aufenthaltsrecht/?lang=en">http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/einreise_aufenthaltsrecht/?lang=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/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</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>D HALLE01</b>	<b>Gritt Eisenkopf</b> Tel: +49 (0)345 55 21535 <a href="mailto:gritt.eisenkopf@international.uni-halle.de">gritt.eisenkopf@international.uni-halle.de</a>	<b>Insurance and Health</b> <a href="http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/versicherung/?lang=en">http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/versicherung/?lang=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/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/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.

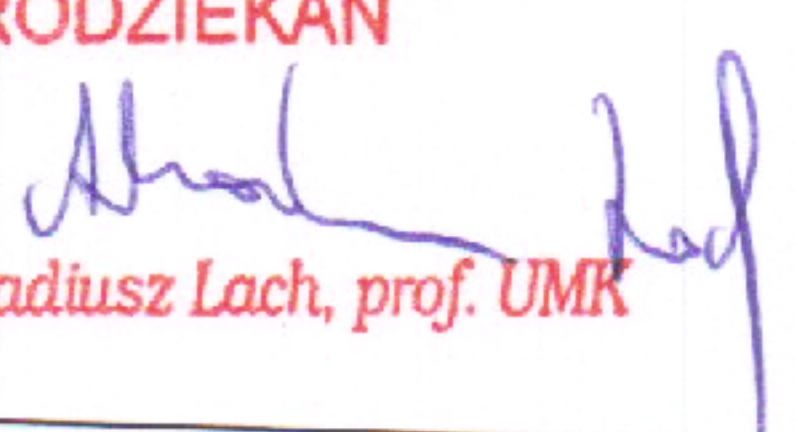
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
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<b>D HALLE01</b>	<b>Gritt Eisenkopf</b> Tel: +49 (0)345 55 21535 <a href="mailto:gritt.eisenkopf@international.uni-halle.de">gritt.eisenkopf@international.uni-halle.de</a>	<b>Housing</b> <a href="http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/wohnen/?lang=en">http://www.international.uni-halle.de/international_office/betreuungsangebote/international_students/wohnen/?lang=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/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>

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

Institution [Erasmus code]	Name, function	Date	Signature and official stamp <sup>6</sup>
<b>D HALLE01</b>	<b>Departmental Coordinator</b> <b>Prof. Dr. Stephan Madaus</b>	21.5.2016	Martin-Luther-Universität Halle-Wittenberg Juristische und Wirtschaftswissenschaftliche Fakultät Lehrstuhl für Bürgerliches Recht, Zivilprozess- und Insolvenzrecht <b>Prof. Dr. Stephan Madaus</b> 06099 Halle (Saale)
<b>PL TORUN01</b>	<b>Vice dean for International Relations</b> <b>Prof. dr hab. Arkadiusz Lach</b>	19.05.2016 <b>PRODZIEKAN</b> <b>Dr hab. Arkadiusz Lach, prof. UMK</b>	

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