



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2016-2021² 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 ³ (email, phone)	Website (eg. of the course catalogue)
Nicholas Copernicus University	PL TORUN01	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 (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Malgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczak (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) – traineeships	http://www.umk.pl/en/erasmus/students/
	Faculty of Economic Sciences and Management	Faculty of Economic Sciences and Management Dr Magdalena Kalińska Exchange Programme Coordinator Barbara Jóźwik Faculty Coordinator for International Programmes Ul. Gagarina 13a 87-100 Toruń, Poland Phone: +48 56 611 4783 e-mail: erasmus_plus@econ.umk.pl www.econ.umk.pl	

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

	Faculty of Earth Sciences	Faculty coordinator: Dr Przemysław Charzyński pecha@umk.pl	
Jade University of Applied Science	D WILHELM02	Institutional Coordinator ANDREA MENN Erasmus Coordinator, Head of International Office, Jade Hochschule, University of Applied Sciences, Friedrich-Pafrath-Str.101, 26389 Wilhelmshaven Tel.: +49 4421 9852386, Fax: +49 4421 9852405, email: menn@jade-hs.de Administrative Contact – For incoming students of Civil Engineering and Geodesy ANNEKE FREUDENTHAL - International Office Tel.: +49 441 7708, Fax: +49 441 7708 3115, email: anneke.freudenthal@jade-hs.de Administrative Contact – For incoming students of Economic studies SVENJA RENNER - International Office Tel.: +49 4421 9852947, Fax: +49 4421 9852405, email: svenja.renner@jade-hs.de Departmental Coordinator - Economics Prof. Dr. Christiane Goodfellow, Faculty of Economics Tel.: +49 4421-985-2963, email: christiane.goodfellow@jade-hs.de	https://www.jade-hs.de/en/service-administration/international-office/

B. Mobility numbers⁴ 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.

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
D WILHELM02	PLTORUN01	041	Business and Administration	1 st	3 bachelor students (1 st cycle) x 5 months [15]	
		443/481	Geoinformatics, Remote Sensing	1 st	3 students 15 months	
PLTORUN01	D WILHELM02	041	Business and Administration	1 st	3 bachelor students (1 st cycle) x 5 months [15]	
		443/481	Geoinformatics, Remote Sensing	1 st	3 students 15 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.

⁴ 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>)

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 *
D WILHELM02	PLTORUN01	041	Business and Administration	2 teachers (2 – 5 days) 8 hours minimum (Only by individual arrangement)	Only on individual arrangement
		443/481	Geoinformatics, Remote Sensing	1 person for 5 days	
PLTORUN01	D WILHELM02	041	Business and Administration	2 teachers (2 – 5 days) 8 hours minimum (Only by individual arrangement)	Only on individual arrangement
		443/481	Geoinformatics, Remote Sensing	1 person for 5 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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D WILHELM02		German	English	B1	B2
PLTORUN01		Polish *	English	B2	B2

* The language of instruction at the Nicolaus Copernicus University is Polish. Nevertheless, international students who wish to pursue studies within ERASMUS+ programme may find a number of modules in English. The list of courses in English:

<http://www.econ.umk.pl/532,program.html?lang=2>

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Students should present a language certificate proving their language competences. We accept official proficiency language certificates or "internal" University proficiency tests (certified by a Language Teacher at the Sending Institution - you can download Language proficiency form from here

http://www.umk.pl/en/erasmus/downloads/Lg_requirements_Erasmus_plus.pdf). Important! Confirmations by private teachers are not valid.

Jade University of Applied Science offers an intensive German course every summer. For more details see:
<https://www.jade-hs.de/sommerkurs>

For more details on the language of instruction recommendations, see the course catalogue of each institution

⁵ 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>

D. Additional requirements

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

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/erasmus/life/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 WILHELM02	15 th of June	15 th of December
PLTORUN01	June, 1st	November, 1st

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

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>

2. The receiving institution send its decision within 5 weeks of the receipt of the nomination / application in case the nominated / applying student cannot be accepted.

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

This agreement will remain in effect for the above determined period of validity or until the involved institutions both agree in the discontinuation of the exchanges. 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. NB: Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

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.	

D WILHELM 02:

ECTS Grade	German Grade	Definition
A	up to 1,5	EXCELLENT outstanding performance with only minor errors
B	above 1,50 up to 2,00	VERY GOOD above the average standard but with some errors
C	above 2,00 up to 3,00	GOOD generally sound work with a number of notable errors
D	above 3,00 up to 3,50	SATISFACTORY fair but with significant shortcomings
E	above 3,50 up to 4,00	SUFFICIENT performance meets the minimum criteria
FX	above 4,00	FAIL some more work required before the credit can be awarded
F		FAIL considerable further work is required

ECTS credits: one semester one full academic year
30 ECTS credits 60 ECTS credits

2. Visa

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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 WILHELM02	<p>Incoming students advisor - Economics Ms Svenja Renner Svenja.renner@jade-hs.de Tel.: +49 4421 9852947</p> <p>Incoming students advisor – Civil Engineering/ Geodesy Ms Anneke Freudenthal Anneke.freudenthal@jade-hs.de Tel.: +49 441 7708 3115</p>	<p>https://www.jade-hs.de/en/service- administration/international-office/students- from-abroad/</p>
PL TORUN01	<p>incoming@erasmus.umk.pl Tel. +48 56 611 4928</p>	<p>http://www.umk.pl/en/erasmus/life/guide/issues/#A1</p> <p>Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/</p>

3. Insurance

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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 WILHELM02	<p>Incoming students advisor - Economics Ms Svenja Renner Svenja.renner@jade-hs.de Tel.: +49 4421 9852947</p> <p>Incoming students advisor – Civil Engineering/</p>	<p>https://www.jade-hs.de/en/service-administration/international-office/students-from-abroad/</p>

	Geodesy Ms Anneke Freudenthal Anneke.freudenthal@jade-hs.de Tel.: +49 441 7708 3115	
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/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 WILHELM02	Incoming students advisor - Economics Ms Svenja Renner Svenja.renner@jade-hs.de Tel.: +49 4421 9852947 Incoming students advisor – Civil Engineering/ Geodesy Ms Anneke Freudenthal Anneke.freudenthal@jade-hs.de Tel.: +49 441 7708 3115	https://www.jade-hs.de/en/service-administration/international-office/students-from-abroad/
PL TORUN01	incoming@erasmus.umk.pl Tel. +48 56 611 4928	http://www.umk.pl/en/erasmus/life/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
D WILHELM02	Ms Andrea Menn, MA Head of International Office	8.6.16	 Jade Hochschule Wilhelmshaven/Oldenburg/Elsfleth International Office Offener Straße 16/19 26121 Oldenburg
PL TORUN01	dr hab. Jerzy Boehlke, prof UMK Dean for Research and Foreign Cooperation	14.08.2016	 DZIEKAN Dr hab. Jerzy Boehlke, prof. UMK