

Erasmus⁺ Programme

Inter-institutional agreement 2016-2021

Key Action 1

Higher Education Student and Staff Mobility

–Mobility for learners and staff–

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus⁺ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus⁺ programme sets extra criteria this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ¹ (Name, E-mail, Phone)	Website
THE CATHOLIC UNIVERSITY IN RUZOMBEROK	SK RUZOMBE01	Mgr. Michaela Moldová Chovancová Erasmus Institutional Coordinator Hrabovská cesta 1A 034 01 Ružomberok, Slovakia Tel: +421 44 4304693 E: michaela.moldova.chovancova@ku.sk	www.ku.sk/en
UNIwersytet MIKOŁAJA KOPERNIKA W TORUNIU (NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ)	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) Małgorzata Grudzińska (incoming@erasmus.umk.pl) – incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczyk (martaslo@umk.pl) – outgoing students; Martyna Malec (malec@umk.pl) – traineeships	ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/
FACULTY OF EDUCATIONAL SCIENCES		Lidia Wisniewska (lidiaw@umk.pl) – Faculty Coordinator	http://www.pedagogika.umk.pl/

¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED *	Subject area name ISCED *	Study cycle *	Total Number of students/Total number of months *	
					SMS ²	SMT ³
SK RUZOMBE01	PL TORUN01	142	Education science	1 st , 2 nd 3 rd	5/25	-
PL TORUN01	SK RUZOMBE01	142	Education science	1 st , 2 nd 3 rd	5/25	-

FROM	TO	Subject area ISCED *	Subject area name ISCED *	Total Number of staff mobility/Total number of days *	
				STA ⁴	STT ⁵
SK RUZOMBE01	PL TORUN01	142	Education science	2/14	1/5
PL TORUN01	SK RUZOMBE01	142	Education science	2/14	1/5

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	Optional / Subject area ISCED	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
SK RUZOMBE01		Slovak, partially English	English	EN: B1	EN: B2 recommended
PL TORUN01		Polish	English	EN: B2	EN: B2

D. Additional requirements

SK RUZOMBE01: has infrastructures to host students and staff with disabilities (accommodation, classroom access, etc.), depending on the nature of the disability, the city infrastructures may not be adequate. We would 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. <http://www.ku.sk/studium/poradenske-centrum.html>

PL TORUN01:

The list of Erasmus coordinators at NCU is available at <http://www.umk.pl/en/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.

F. Information

1. Grading systems of the institutions

SK RUZOMBE01:

ECTS Grade	Slovakian Grade	Definition	
A	1	EXCELLENT	outstanding performance with only minor errors
B	1,5	VERY GOOD	above the average standard but with some errors
C	2	GOOD	generally good work with a number of notable errors
D	2,5	SATISFACTORY	fair but with significant shortcomings
E	3	SUFFICIENT	performance meets the minimum criteria
FX	4	FAIL	considerable further work is required

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
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel-to-poland/
SK RUZOMBE01	miroslava.sekanova@ku.sk +421 905 538 771	http://www.ku.sk/en/index.php/foreign-

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](http://www.umk.pl/en/erasmus/life/guide/issues/#A2/) 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. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
SK RUZOMBE01	May 31th	November 30th
PL TORUN01	June, 1st	November, 1st

SK RUZOMBE01

- The receiving institutions will send their decisions within 4 weeks after deadline.
- A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
- Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a 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/erasmus/students/applying/application>

The online application should be submitted by the students by the **1st of June** or **1st of November**.
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.

		relations/erasmus/application-procedure.html
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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
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2
SK RUZOMBE01	miroslava.sekanova@ku.sk +421 905 538 771	http://www.ku.sk/en/index.php/foreign-relations/erasmus/application-procedure.html

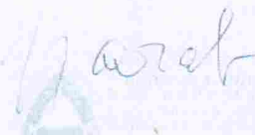
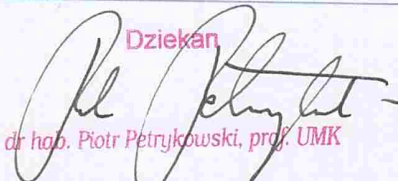
4. Housing

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
PL TORUN01	incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928)	http://www.umk.pl/en/erasmus/life/guide/accommodation/
SK RUZOMBE01	miroslava.sekanova@ku.sk +421 905 538 771	http://www.ku.sk/en/index.php/foreign-relations/erasmus/accommodation.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp [*]
SK RUZOMBE01	Prof. ThDr. Jozef Jarab, PhD. Rector	16.5.2016	
PL TORUN01	dr hab. Piotr Petrykowski, prof. UMK Dean of the Faculty of Educational Sciences		 Dziekan dr hab. Piotr Petrykowski, prof. UMK

^{*} Scanned signatures, seals and stamps are accepted