



Erasmus+ Programme

Inter-institutional agreement 2016/2017-2020/2021 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)	Nicolaus Copernicus University
Erasmus code	PL TORUN01
Contact details¹ (email, phone)	International Programmes Office, Nicolaus Copernicus University; ul. Gagarina 11, 87-100 Toruń Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator Małgorzata Grudzińska (incoming@erasmus.umk.pl) – incoming students, placements Marta Wiśniewska (mawi@umk.pl) – outgoing students; placements dr hab. Marcin Pawlak (felix@umk.pl) – Faculty of History, Erasmus Coordinator
Website (eg. of the course catalogue)	Erasmus incoming information: http://www.umk.pl/en/erasmus/students/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/

Name of the institution (and department, where relevant)	University of Hradec Králové Rokitanského 62, 500 03 Hradec Králové 3, Czech Republic
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¹ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Erasmus code	CZ HRADEC01
Contact details (email, phone)	<p><u>Erasmus Institutional Coordinator</u> Mgr. Karel Kouba, Ph.D., M.A. tel.: +420 493 332 512; email: karel.kouba@uhk.cz</p> <p><u>International Office – agreements</u> Ing. Veronika Měchurová tel.: +420 493 332 519; email: veronika.mechurova@uhk.cz</p> <p><u>Departmental International Office – Philosophical Faculty</u> Students – Mgr. Markéta Macháčová, tel. +420 493 331 218, marketa.machacova@uhk.cz Teachers – Mgr. Martina Eliášová, tel.: +420 493 331 212; email: martina.eliasova@uhk.cz</p>
Website (eg. of the course catalogue)	<p>www.uhk.cz/UHK?lang=en-GB</p> <p>www.uhk.cz/en-GB/UHK-international-students/Erasmus</p> <p>course catalogue: www.uhk.cz/FF-international-students/Erasmus</p>

B. Mobility numbers per academic year

For agreements signed for more than one 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.

Student Mobility for Studies						
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ² [ISCED]	Subject area name	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of students	Number of months [total number]
PL TORUN01	CZ HRADEC01	022	Humanities	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	022	Humanities	1 st , 2 nd , 3 rd	2	10
PL TORUN01	CZ HRADEC01	0322	Library, information and archival studies	1 st , 2 nd , 3 rd	2	10
CZ HRADEC01	PL TORUN01	0322	Library, information and archival studies	1 st , 2 nd , 3 rd	2	10

[Optional: study cycle.]

Staff Mobility for Teaching

² education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of1-education.aspx>

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ³ [ISCED]	Subject area name	Number of teachers	Number of days [total number]
PL TORUN01	CZ HRADEC01	022	Humanities	1	5
CZ HRADEC01	PL TORUN01	022	Humanities	1	5
PL TORUN01	CZ HRADEC01	0322	Library, information and archival studies	1	5
CZ HRADEC01	PL TORUN01	0322	Library, information and archival studies	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 [Erasmus code]	Optional : Subject area	Language of instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01		English		B1	B2
CZ HRADEC01		English		B1	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

Information on infrastructure to welcome students and staff with disabilities:

CZ HRADEC01: We make an effort to improve wheelchair accessibility in our facilities. There is a special access to our websites designed for the visually impaired. Some publications of the university library are specially converted to the format legible for people with residual vision. We also have the counselling centre Augustin which provides help to people with special needs to integrate.

³ education field: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

⁴ 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>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
PL TORUN01	June, 1st	November, 1st
CZ HRADEC01	30 June	1 December

2. The receiving institution will send its decision within [4] weeks.
3. 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.
4. Termination of the agreement

No special regulations. 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. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁵. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Erasmus code of partner institution:

CZ HRADEC01: www.uhk.cz/en-GB/UHK/Uredni-deska/Uredni-deska-univerzity.aspx
(Full Text of the Study and Examination Regulations of the University of Hradec Králové 2015 (Article 14))

The ECTS grading scale is used to assess studies with letters A, B, C, D, E, F representing the achieved score, where the letter "A" represents the best exam outcome, "F" means, that the student have failed the exam.

Mutual comparison of the ECTS classification with verbal and numerical classifications in the environment UHK as follows:

ECTS classification	verbal and numerical classification
A	excellent (1)
B	(1,5)
C	very good (2)
D	(2,5)
E	satisfactory (3)

⁵ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

F

failed (4)

In recognition of parts of studies or study subjects a verbal expression "recognized" may be used instead of the grading scale.

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	Małgorzata Grudzińska incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/
CZ HRADEC01	Mgr. Martina Eliášová email: martina.eliasova@uhk.cz tel.: +420 493 331 212	http://www.mvcr.cz/mvcren/article/information-for-schools-and-students.aspx?q=Y2hudW09NQ%3d%3d

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	Małgorzata Grudzińska incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/
CZ HRADEC01	Mgr. Martina Eliášová email: martina.eliasova@uhk.cz tel.: +420 493 331 212	Students from non-EU member states: http://www.mvcr.cz/mvcren/article/travel-medical-insurance-during-a-stay-longer-than-90-days.aspx

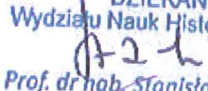
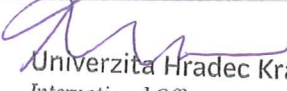
4. Housing

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	Małgorzata Grudzińska incoming@erasmus.umk.pl	http://www.umk.pl/en/erasmus/students/
CZ HRADEC01	Mgr. Martina Eliášová email: martina.eliasova@uhk.cz tel.: +420 493 331 212	www.uhk.cz/UHK-international-students/Information-for-Incoming-Students/Accommodation

G. Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
PL TORUN01	Prof. dr hab. Stanisław Roszak Dean, Faculty of History	13.10.2016	DZIEKAN Wydziału Nauk Historycznych  Prof. dr hab. Stanisław Roszak
CZ HRADEC01	Mgr. Karel Kouba, Ph.D., M.A. Erasmus Institutional Coordinator	1.11.2016	 Univerzita Hradec Králové International Office Rokitanského 62, 500 03 Hradec Králové Czech Republic

⁶ Scanned signatures are accepted