



Erasmus+ Programme

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

Inter-institutional¹ agreement 2016-21² between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Nicolaus Copernicus University in Toruń Faculty of Economic Sciences and Management	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 Błaszczuk (martaslo@umk.pl) - outgoing	

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

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

3³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

		<p>students; Martyna Malec (malec@umk.pl) – traineeships</p> <p>Faculty of Economic Sciences and Management <i>Faculty coordinator:</i> Dr Magdalena Kalińska Exchange Programme Coordinator Joanna Turkiewicz Faculty Coordinator for International Programmes Ul. Gagarina 13a 87-100 Toruń, Poland Phone: +48 56 611 4783 e-mail: international.econ@umk.pl www.econ.umk.pl</p>	
Tomas Bata University in Zlín, Faculty of Management and Economics	CZ ZLIN01	<p>Departmental Coordinator: Bedrich Zimola Vice-dean for International Relations Faculty of Management and Economics Address: Mostni 5139, 760 01 Zlin, Czech Republic E-mail: zimola@fame.utb.cz</p> <p>Institutional Contact person: Pavel Bycek International Office Tomas Bata University in Zlin Address: nam. T. G. Masaryka 5555, 760 01 Zlin, Czech Republic Tel.: +420 576032208 E-mail: bycek@rektorat.utb.cz</p>	<p>www.utb.cz</p> <p>http://www.utb.cz/international/faculty-of-management-and-economics-1</p>

B. Mobility numbers⁵ 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	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	* [ISCED]	*	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods or average]	

⁵ 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>)

<i>duration*</i>						
CZ ZLIN01	PL TORUN01	041, 0311	Business and administration, Economics	1 st , 2 nd	2* 5 months (10 months)	
PL TORUN01	CZ ZLIN01	041, 0311	Business and administration, Economics	1 st , 2 nd	2* 5 months (10 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	Staff Mobility for Training *
[total number of days of teaching periods or average duration *]					
CZ ZLIN01	PL TORUN01	041	Business	4 person / 1 week / 8 hours	4 person / 1 week / 8 hours
PL TORUN01	CZ ZLIN01	041	Business	4 person / 1 week / 8 hours	4 person / 1 week / 8 hours

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ ZLIN01	041		English	English B1 No certificate required	English B2 No certificate required
PL TORUN01	041	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]*.

⁶ 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:

CZ ZLIN01: Student Application Form and Learning Agreement + copy of student ID, Transcript of Records, CV

Facilities for disabilities upon former individual agreement.

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]
CZ ZLIN01	June 1 st	November 1 st
PL TORUN01	June 1 st	November 1 st

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 will send its decision within 4 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.
4. Termination of the agreement: In the event of unilateral termination, a notice of at least one academic year should be given.

F. Information**1. Grading systems of the institutions :**

Grading system at **Tomas Bata University in Zlin:**

The grading scale is from A – F (FX). Courses are evaluated with ECTS.

Website: <http://www.utb.cz/i-want-to-study/ects-credit-allocation-based-on-the-student-workload>.

Grading system at Nicolaus Copernicus University in Torun

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
CZ ZLIN01	International Office Pavel Bycek Phone: +420 576 032 208 Email: bycek@rektorat.utb.cz	http://www.utb.cz/international/exchange-incoming-students
PL TORUN01	incoming@erasmus.umk.pl Tel. +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/

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
CZ ZLIN01	International Office Pavel Bycek Phone: +420 576 032 208 Email: bycek@rektorat.utb.cz	http://www.utb.cz/international/exchange-incoming-students
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
CZ ZLIN01	International Office Pavel Bycek Phone: +420 576 032 208 Email: bycek@rektorat.utb.cz	http://www.utb.cz/international/accommodation
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 and stamp ¹
PL TORUN01	dr hab. Aldona Glińska- Neweś, prof. UMK Vice-Dean for International Relations	30/11/2016	Prodziekan ds. Współpracy z Zagranicą i Rozwoju Dr hab. Aldona Glińska-Neweś, prof. UMK
CZ ZLIN01	Mgr. Pavel Krutil Vice-Rector for International Relations	30/11/2016	