



Erasmus+ Programme

Inter-institutional agreement 2017/18 - 2020/21

Between Institutional coordinator Administrative contact	Georg-August-Universität Göttingen Erasmus Code: D GÖTTING01 - ECHE Nr. 29749 Dr. Uwe Muuss, Director International Office Karen Denecke, Erasmus+ Key Action 1 Coordination International Office Education & Mobility Programmes von-Siebold-Str. 2, 37075 Göttingen Phone: +49 551 39 21330, Fax: +49 551 391821330 Email: karen.denecke@zvw.uni-goettingen.de
and Institutional coordinator Administrative contact	Uniwersytet Mikołaja Kopernika w Toruniu Erasmus Code: PL TORUN01 - ECHE Nr. 46657 Mrs. Ewa Derkowska-Rybicka, Head of International Programme Office MA Małgorzata Grudzinska, Student exchange coordinator International Programmes Office Gagarina 11, 87-100 Toruń Phone: +48 56 611 49 28, Fax: +48 56 611 22 46 Email: kania@umk.pl

The institutions named above 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.

Mobility numbers: Student mobility for studies

Subject area	Study cycle	Direction	Number	Months (total)	Departmental Coordinators
					D GÖTTING01 / PL TORUN01
History and archaeology (0222)	FS	DE > PL	2	12	Katharina Mersch / Dr. Marcin PAWLAK
History and archaeology (0222)	FS	PL > DE	2	12	Katharina Mersch / Dr. Marcin PAWLAK

The partners commit to amend the table above in case of changes in the mobility data by no later than the end of January in the preceding academic year.

Contact details of departmental coordinators

Field	SMS	SMP	STA	Departmental coordinator - D GÖTTING01	Departmental coordinator - PL TORUN01
0222	X			Katharina Mersch, Erasmus Departmental Coordinator Seminar für Mittlere und Neuere Geschichte Kulturwissenschaftliches Zentrum Heinrich-Düker-Weg 14, 37073 Göttingen Phone: +49 551 39 24673, Fax: Email: kmersch1@uni-goettingen.de	Dr. Marcin PAWLAK, Departmental Coordinator Faculty of Historical Sciences Pl. Teatralny 2a, 87 100 Toruń Phone: + 48 56 611 37 22, Fax: Email: felix@umk.pl <i>M. Pawlak</i>

Further requirements and information about this agreement are included in two "Institutional data sheets", one for each of the institutions. These two documents are enclosed as two annexes and are an integral and necessary part of this Agreement. Both institutions agree to send an update of these Institutional fact sheets to the other party if significant changes occur.

This Agreement is valid for the duration indicated above and may be updated or terminated by mutual agreement. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

Signatures of the legal representatives/heads of institutions of both institutions

Georg-August-Universität Göttingen
Name and position of the official representative:
Dr. Uwe Muuss
Director International Office

Date: 07.12.15
Signature and stamp:



Uniwersytet Mikołaja Kopernika w Toruniu
Name and position of the official representative:

Date:

Signature and stamp:

Uniwersytet Mikołaja Kopernika w Toruniu
Wydział Nauk Historycznych
ul. Władysława Bojarskiego 1, 87-100 Toruń
tel. 56 611 37 12, fax 56 611 37 74
(1372)

DZIEKAN
Wydziału Nauk Historycznych
7.12.2015
J. Gzella
prof. dr hab. Jacek Gzella

Erasmus⁺ Programme

Annexes to Erasmus+ Inter-institutional agreement Institutional Factsheet 2016/17 – 2020/21

1. Institutional Information

1.1. Institutional details

Name of the institution	Georg-August-Universität Göttingen
Erasmus Code	D GOTTING01
EUC	29749
Institution website	www.uni-goettingen.de
Course catalogue	https://univz.uni-goettingen.de/qisserver/rds?state=wtree&search=1&category=veranstaltung.browse&menuid=lectureindex&noDBAction=y&init=y

1.2. Main contacts

Contact person	Dr. Uwe Muuss
Responsibility	Director International Office, Erasmus+ Institutional Coordinator
Contact details	International Office, von-Siebold-Str. 2, D-37075 Göttingen; email: erasmus@uni-goettingen.de

Contact person	Karen Denecke
Responsibility	Erasmus+ Key Action 1.1 Coordinator (Europe)
Contact details	International Office, von-Siebold-Str. 2, D-37075 Göttingen, e-mail: karen.denecke@zvw.uni-goettingen.de

Contact person	Katharina Mersch
Responsibility	Erasmus+ Departmental Coordinator History Faculty of Humanities
Contact details	Department of Medieval and Modern History Nikolausberger Weg 15 D-37073 Göttingen Tel.: +49 551 39 24673 katharina.mersch@phil.uni-goettingen.de

1.3. Partner Institution:

Name of the institution	Uniwersytet Mikołaja Kopernika w Toruniu
Erasmus Code	PL TORUN01
EUC	46657
Institution website	www.umk.pl
Online course catalogue	https://www.umk.pl/en/erasmus/courses/

1.4. Main contacts

Contact person	Mrs. Ewa Derkowska-Rybicka
Responsibility	Head of International Programme Office
Contact details	ewander@umk.pl

Contact person	Dr. hab. Marcin Pawlak
Responsibility	Erasmus Departmental Coordinator
Contact details	felix@umk.pl

2. 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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
			Student Mobility for Studies	Staff Mobility for Teaching
D GOTTING01 Subject area code 0222 (Old: 225)	German		B2	C1 (German)

3. Additional requirements

D GOTTING01

Nomination and Online application procedure

- The sending institution has to inform the departmental coordinator at the receiving institution about nominated incoming students, which testify that the students have been selected for the Erasmus+ Programme.
- Incomings students will then be informed by the International Office of the receiving institution about the online application procedure.

Courses and Learning Agreement

- Incoming Erasmus students should take at least **50%** of their workload from the **faculty of the receiving institution** that coordinates the bilateral agreement. The rest of their workload can be made up of courses from different faculties. This decision will be subject to the capacities of the faculties.

<http://www.uni-goettingen.de/en/198494.html>

Arrival

- It is recommended that incoming students meet the departmental coordinator contemporary after their arrival in Göttingen.
- Incoming students should participate in the introduction days of the International Office:
<http://www.uni-goettingen.de/en/55917.html>

Staff

- Incoming teaching staff must be individually accepted by the department that coordinates the bilateral agreement. The acceptance will be based on the candidate's working plan and its adequacy to the teaching programme of the department.
<https://www.uni-goettingen.de/en/erasmus-incomings/480924.html>
- Incoming non-teaching staff must be individually accepted by the International Office based on the proposed working plan. The International Office will check the availability of the concerned department, service or unit.
<https://www.uni-goettingen.de/en/erasmus-incomings/480927.html>

Agreements

- For modification or renewals of inter-institutional agreements, please contact the International Office of the University of Göttingen.
karen.denecke@zvw.uni-goettingen.de

4. Calendar

4.1 Student application deadlines:

Receiving institution	Autumn/Winter term ¹ [month]	Spring/Summer term ² [month]
D GOTTING01	June 1 st	December 1 st

- 4.2 The receiving institutions will send their decisions within 4 weeks after deadline.
- 4.3 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.
- 4.4 Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before September 1st the year before the changes takes place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

5. Information

		D GOTTING01
WWW for Incoming Students	https://www.umk.pl/en/erasmus/students/	http://www.uni-goettingen.de/en/48483.html
WWW Course Catalogue	https://www.umk.pl/en/erasmus/courses/	http://univz.uni-goettingen.de/qisserver/rds?state=user&type

¹ To be adapted in case of a trimester system.

² To be adapted in case of a trimester system.

		=0&topitem=&breadCrumbSource=&topitem=functions
Housing³	https://www.umk.pl/en/erasmus/life/guide/accommodation/	http://www.uni-goettingen.de/en/21435.html
Contact details	incoming@erasmus.umk.pl	accommodation@uni-goettingen.de
WWW Visa Information⁴	https://www.umk.pl/en/erasmus/life/guide/issues/	http://www.uni-goettingen.de/en/24845.html
Contact details	incoming@erasmus.umk.pl	Christiane.seack@zvw.uni-goettingen.de
WWW Insurance Information⁵	https://www.umk.pl/en/erasmus/life/guide/issues/	http://www.uni-goettingen.de/en/48483.html
Contact details	incoming@erasmus.umk.pl	Christiane.seack@zvw.uni-goettingen.de
ECTS Users' Guide	https://www.umk.pl/en/erasmus/life/guide/grading/	http://www.uni-goettingen.de/en/49275.html https://pruefungsverwaltung.uni-goettingen.de/statistikportal#category?category=Wl3IJ/C4BAsEahOBq6EGx/uaVbMkiQKT
WWW Students and Staff with Disabilities	https://www.umk.pl/en/erasmus/students/applying/disabled/	http://www.uni-goettingen.de/de/48483.html
Contact details	incoming@erasmus.umk.pl	

³ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁴ 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 ECHE.

⁵ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

1. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details (email, phone)	Website (eg. of the course catalogue)
Uniwersytet Mikołaja Kopernika w Toruniu <i>(Nicolaus Copernicus University in Toruń)</i>	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 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/life/guide/calendar/
		Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl	http://www.cm.umk.pl/en/

2. 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 ¹	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01		Polish	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].

¹ 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>

Students applying for an Erasmus at NCU should meet the following language requirements: B2 of English (both in writing and speaking). Moreover, respective faculties esp. language departments may have higher requirements. Students should present a language certificate proving their language competences.

3. 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 Torun.

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.

4 . Calendar

1. Information on nominated students and their applications must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
PL TORUN01	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>

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

2. 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.

5. Information

5.1. 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.	

5.2. 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) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A1 Polish Ministry of Foreign Affairs www.msz.gov.pl/en/travel_to_poland/

5.3. 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) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/issues/#A2

5.4. 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) erasmus@cm.umk.pl Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	http://www.umk.pl/en/erasmus/life/guide/accommodation/