



**Erasmus+ Programme**  
**Key Action 1**  
**- Mobility for learners and staff -**  
**Higher Education Student and Staff**  
**Mobility**



**Inter-institutional agreement 2017/18-2020/21**  
**between programme countries**  
**[Minimum requirements]<sup>1</sup>**

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**

<b>Name of the institution (and department, where relevant)</b>	<b>Erasmus code</b>	<b>Contact details<sup>2</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
Nicolaus Copernicus University in Toruń  Uniwersytet Mikołaja Kopernika w Toruniu  International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788	<b>PL TORUN01</b>	Ewa Derkowska-Rybicka ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) - Erasmus Institutional Coordinator (STA , STT) Małgorzata Grudzińska ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students; Marta Wiśniewska ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), Marta Błaszczyk ( <a href="mailto:martasio@umk.pl">martasio@umk.pl</a> ) - outgoing students; Martyna Malec ( <a href="mailto:malec@umk.pl">malec@umk.pl</a> )	<a href="http://www.umk.pl/uczelnia/administracja/?name=Biuro-Programow-Miedzynarodowych">http://www.umk.pl/uczelnia/administracja/?name=Biuro-Programow-Miedzynarodowych</a>
Faculty of Languages, German Philology		dr Marcin Skibicki (Faculty Coordinator) e-mail: <a href="mailto:skibicki@umk.pl">skibicki@umk.pl</a> tel. (56) 611-35-71  dr Monika Tokarzewska (German Philology Coordinator) e-mail: <a href="mailto:monikat@umk.pl">monikat@umk.pl</a> tel. (56) 611 37 06	<a href="http://www.fil.umk.pl/">http://www.fil.umk.pl/</a>
Otto von Guericke University Magdeburg  International Office, Universitätsplatz 2, 39106 Magdeburg, Germany	<b>D MAGDEBU01</b>	Reena Schliephake, ERASMUS Institutional Coordinator, phone: +49 391 67 18742, fax: +49 391 67 11132, <a href="mailto:reena.schliephake@ovgu.de">reena.schliephake@ovgu.de</a>	<a href="http://www.ovgu.de/international">www.ovgu.de/international</a>
Faculty of Humanities, Social Sciences and Education (FHW)		Prof. Dr. Thorsten Unger Tel: +49 391 67 56648 Fax: +49 391 67 46559 <a href="mailto:thorsten.unger@ovgu.de">thorsten.unger@ovgu.de</a>	<a href="http://www.hw.ovgu.de">www.hw.ovgu.de</a>

<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

**B. Mobility numbers<sup>3</sup> 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 September 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 [ISCED]	Subject area name	Study cycle <sup>4</sup>	Number of student mobility periods <sup>5</sup>
PL TORUN01	D MAGDEBUR01	09.0	Languages and philological sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2x6 =12 (total months)
D MAGDEBU01	PL TORUN01	09.0	Languages and philological sciences	1 <sup>st</sup> , 2 <sup>nd</sup>	2x6 =12 (total months)

**Staff Mobility for Teaching**

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 <sup>6</sup>
PL TORUN01	D MAGDEBUR01	09.1	Modern EU languages	2 weeks
D MAGDEBU01	PL TORUN01	09.1	Modern EU languages	2 weeks

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

<sup>4</sup> 1<sup>st</sup>: undergraduate, 2<sup>nd</sup>: master or 3<sup>rd</sup>: PhD.

<sup>5</sup> Total number of months of the study period

<sup>6</sup> Total number of days of teaching periods or average duration

### 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]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>7</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL TORUN01	German	English	B2	B2
D MAGDEBU01	German	English	B2	B2

Where there is a compulsory language requirement, it must be indicated in this agreement. For more details on the language of instruction recommendations, see the course catalogue of each institution.

#### Required language skills of

*Applicants whose principal language of instruction at their home university is other than English or German must deliver a valid English, or German, proficiency certificate together with the ERASMUS study application.*

#### Required language skills of D MAGDEBU01

*Applicants whose principal language of instruction at their home university is other than English or German must deliver a valid English, or German, proficiency certificate together with the ERASMUS study application. Without such German and/or English language proof, on B2 ("upper intermediate") CEFR level, the ERASMUS study application cannot be accepted. Applicants, who wish to take OVGU courses in English, must provide a relevant English language proficiency certificate. Applicants, who wish to take OVGU courses in German, must provide a relevant German language proficiency certificate. Those certificates must be issued and signed by competent language teachers.*

### D. Additional requirements<sup>8</sup>

#### Additional requirements of 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.

- 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

<sup>7</sup> 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>

<sup>8</sup> To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. (Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.)

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](mailto:incoming@erasmus.umk.pl)  
International Programmes Department in Bydgoszcz, +48 52 5853691  
[erasmus@cm.umk.pl](mailto: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](mailto: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.

#### **Additional requirements of D MAGDEBU01**

*The Welcome & Orientation Week is compulsory for incoming students. All accepted exchange students shall be informed of the Welcome Week's programme via e-mail after mid-February (summer semester) or mid-September (winter semester).*

*The Otto von Guericke University has the infrastructure to welcome students and staff with disabilities.*

<https://www.uni-magdeburg.de/Universit%C3%A4t/Organisation/Beauftragte/Behindertenbeauftragte.html>

## 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
D MAGDEBU01	15 July (winter term)	15 January (summer term)

2. The receiving institution will send its decision within six weeks.
3. Academic Calendar

Receiving institution [Erasmus code]	Autumn term [from - to]	Spring term [from - to]
PL TORUN01	October-February (winter term)	February-September (summer term)
D MAGDEBU01	October - March (winter term)	April - September (summer term)

4. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
5. Termination of the agreement: In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. *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. Students selected prior the date of notification must be admitted by the receiving institution.* 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 **1<sup>st</sup> of June** or **1<sup>st</sup> 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.

## F. Information

### 1. Grading systems of the institutions

#### **Grading system of PI 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.		

#### **Grading system of D MAGDEBU01**

Grade	Description German/English	Definition
1	sehr gut / excellent	outstanding performance
2	gut / good	performance significantly above the average standard
3	befriedigend / satisfactory	performance corresponding to the average standard
4	Ausreichend / pass	performance which, despite certain shortcomings, still satisfies the requirements
5	nicht ausreichend / fail	performance which, because of significant shortcomings, no longer satisfies the requirements

To enable a differentiated assessment of examination performances, individual grades may be raised or lowered by 0.3 to fractional amounts; the grades 0.7; 4.3; 4.7 and 5.3 are however not possible.

### 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	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A1">http://www.umk.pl/en/erasmus/life/guide/issues/#A1</a> Polish Ministry of Foreign Affairs <a href="http://www.msz.gov.pl/en/travel-to-poland/">www.msz.gov.pl/en/travel to poland/</a>
D MAGDEBU01	International Office <a href="mailto:Anne-Katrin.Behnert@ovgu.de">Anne-Katrin.Behnert@ovgu.de</a> ; +49 391 67 12634	<a href="http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Immigration+Authorities.html">http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Immigration+Authorities.html</a>

### **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	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>
D MAGDEBU01	International Office <a href="mailto:Anne-Katrin.Behnert@ovgu.de">Anne-Katrin.Behnert@ovgu.de</a> ; +49 391 67 12634	<a href="http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Health+Insurance.html">http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Health+Insurance.html</a>

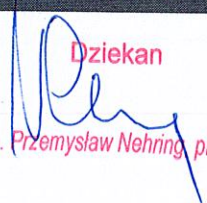


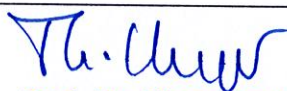
### **4. Housing**

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	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928)	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>
D MAGDEBU01	International Office <a href="mailto:Anne-Katrin.Behnert@ovgu.de">Anne-Katrin.Behnert@ovgu.de</a> ; +49 391 67 12634	<a href="http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Accommodation.html">http://www.ovgu.de/unimagdeburg/en/International/Incoming/Students/Before+Your+Course+Begins/Accommodation.html</a>

### **G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code]	Name, function	Date	Signature <sup>9</sup>
PL TORUN01	Prof. Przemysław Nehring, Dean, Faculty of Languages	14.03. 2014	 Dziekan dr hab. Przemysław Nehring, prof. UMK
	Prof. Małgorzata Klentak, Head of the Department of German	09.03 2014	KIEROWNIK Katedry Filologii Germańskiej  Dr hab. Małgorzata Klentak-Zablocka
D MAGDEBU01	Reena Schliephake, ERASMUS Institutional Coordinator	19.04.17	
D MAGDEBU01	Prof. Thorsten Unger Faculty of Humanities, Social Sciences and Education (FHW)	14.4.17	 Prof. Dr. Thorsten Unger Otto-von-Guericke-Universität Magdeburg Fakultät für Humanwissenschaften Institut III - Bereich Germanistik Zschokkestr. 32 39104 Magdeburg

<sup>9</sup> Scanned signatures are accepted