



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff
Mobility

Inter-institutional¹ agreement² 2017-2021 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 ¹ (email, phone)	Website (eg. of the course catalogue)
NICOLAUS COPERNICUS UNIVERSITY TORUŃ	PL TORUN01	<p>Erasmus+ Institutional Coordinator: International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246, -4788</p> <p>Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA , STT)</p> <p>Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students;</p> <p>Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) - outgoing students; Martyna Malec (malec@umk.pl) – traineeships</p> <p>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</p>	<p>ERASMUS incoming information:</p> <p>http://www.umk.pl/en/erasmus/</p> <p>Lecture catalogue: http://www.umk.pl/en/erasmus/courses/</p> <p>Semester dates: http://www.umk.pl/en/erasmus/downloads/</p> <p>http://www.cm.umk.pl/en/</p>

		<p align="center">Administrative and/or Department/Faculty coordinator</p> <p>Faculty coordinator Marcin Skibicki (skibicki@umk.pl)</p> <p>Departmental coordinator Dorota Paśko-Koneczeniak (dorpas@umk.pl)</p>	<p>http://www.fil.umk.pl/en/</p>
<p>EOTVOS LORAND UNIVERSITY (ELTE)</p> <p>Faculty and Department (if relevant)</p> <p>Savaria Campus</p>	<p>HU BUDAPES01</p>	<p>Erasmus+ Institutional Coordinator Ms Anikó SZONTÁGH E-mail: aniko.szontagh@rk.elte.hu, erasmus@elte.hu Phone: +36 1 432 6500/2170 Address: 21-23. Szerb Street H-1056 Budapest</p> <p>Responsible of Savaria Campus Erasmus: Dr. Zoltán KOLLÁTH</p> <p>Contact: Ms Réka MODOR E-mail: modor.reka@sek.elte.hu Tel: 00 36 94 504 459 Address: 4 Károlyi Gáspár tér, Szombathely H-9700</p>	<p>Website: www.elte.hu/en >Education > Incoming mobility</p> <p>Faculty website:</p>

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² per academic year

Paragraph to be added, if the agreement is 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

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code ↓ [ISCED]	Subject area name	Study cycle [short cycle 1 st , 2 nd or 3 rd]	Number of student mobility periods Student Mobility for Studies ↓ Student Mobility for Traineeships	
HU BUDAPES01	PL TORUN01	0230	Languages, not further defined	1st, 2nd	2 students x 5 months	-
PL TORUN01	HU BUDAPES01	0230	Languages, not further	1st, 2nd	2 students x 5 months	-

STAFF MOBILITY

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 (Total number of days of teaching periods / average duration *)	Staff mobility for Training
HU BUDAPE01	PL TORUN01	0230	Languages, not further defined	2 staff x 5 days	-
PL TORUN01	HU BUDAPE01	0230	Languages, not further defined	2 staff x 5 days	-

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 instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
HU BUDAPE01	0230	Hungarian	English / Russian	B2	B2
PL TORUN01	0230	Polish	English / Russian	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

⁵ Mobility numbers can be given per sending/receiving institutions and per education field

(optional⁶): ISCED: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

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>

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.

D. Additional requirements

HU BUDAPE01: Minimum requirements:

SMS (IN)

Incoming students shall apply minimum 20 ECTS/semester in their study field. Students are also allowed to take courses in other study fields to a maximum of 10 credits. (A maximum of 30 credits can be received for the courses taken.)

Selection process: the partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.

Services for incoming students:

- After nomination all students shall register on: registration.elte.hu in order to enroll to the University.
- Orientation Day is organized for international students each semester where students get information about the university in general, administrative issues, student activities, the Hungarian language course, and other services. The integration of incoming students is fostered also in the areas of education and social life.
- The ESN mentors system ensures the acculturation of foreign students by organizing a series of cultural and leisure activities.
- Hungarian language (and culture) courses are offered for incoming students in the frame of Summer University programmes as well as regular courses during these semesters (<http://www.elte.hu/en/>Education>Languagecourses>)

SMP (IN)

Traineeship is available at ELTE for interested students. In order to receive information about available Internship/apprenticeships please contact the relevant Faculty/Department/Unit of ELTE.

STA, STT (IN)

In order to realize STA/STT-mobilities, a letter of invitation – issued by an ELTE contact person – is required.

ELTE welcomes students and staff with disabilities and provides information and assistance. For more information please visit: www.elte.hu/en/ > University life > Equal opportunities

Faculties are authorized to extend these requirements. For more information please check Faculty website.

PARTNER'S ADDITIONAL REQUIREMENTS**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 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]
HU BUDAPEST01	Nom.: 10th MAY, Appl.: 30th MAY	Nom.: 10th NOV., Appl.: 30th NOV.
PL TORUN01	June, 1st	November, 1st

[* to be adapted in case of a trimester system]

HU BUDAPES01:

Academic calendar:

Autumn: Approx. 2nd week to the end of January; Spring: Approx. 2nd week of February-end of June

Partner institution shall send nominations to erasmus@elte.hu specifying the name, field of study, academic year and semester, number of months and e-mail address of the nominated student(s).

PARTNER'S ACADEMIC CALENDAR and additional information (if relevant)

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.

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 [It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. 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 exchange notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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** [ECTS users' guide⁷]

HU BUDAPES01: [www.elte.hu/en/Education/Academic/ECTS credit system and grading](http://www.elte.hu/en/Education/Academic/ECTS_credit_system_and_grading)

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
HU BUDAPES01	See Section A.	www.elte.hu/en >Education>Practical matters>Visa/Residence permit
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/

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
HU BUDAPES01	See Section A.	www.elte.hu/en >Education>Practical matters>Health insurance
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


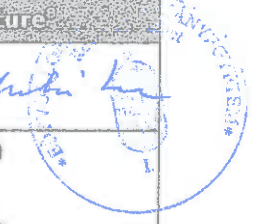

4. Housing

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
HU BUDAPES01	See Section A. as well as: housing@elte.hu	www.elte.hu/en > Education > practical matters > Housing
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/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
HU BUDAPES01	András Imre Kóczán Head of Rector's Cabinet	29/09/2017	 
PL TORUN01	Prof. Przemysław Nehring Dean Faculty of Languages	18.09. 2017 r.	Dziekan  dr hab. Przemysław Nehring, prof. UMK

May you have any additional requirements or information, please add an Annex to the Agreement.

⁷ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

⁸ Scanned signatures are accepted

