



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2017/2018 – 2020/2021<sup>2</sup> 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)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>Tallinn University of Technology</b>  School of Business and Governance	EE TALLINN 04	<b>Ms Riina Potter</b> ERASMUS+ Institutional Coordinator riina.potter@ttu.ee  Ehitajate tee 5, Tallinn 19086, Estonia	<a href="http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/courses-in-english/">http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/courses-in-english/</a>
Uniwersytet Mikołaja Kopernika w Toruniu/Nicolaus Copernicus University in	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax.	ERASMUS incoming information: <a href="https://www.umk.pl/en/erasmus/">https://www.umk.pl/en/erasmus/</a> Lecture catalogue:

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Torun		+48 56 6114929, tel. 611-4928, -2246 <b>Ewa Derkowska-Rybicka</b> ( <a href="mailto:ewader@umk.pl">ewader@umk.pl</a> ) - Erasmus Institutional Coordinator (STA, STT) <b>Małgorzata Grudzińska</b> ( <a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> ) - incoming students; placements <b>Marta Wiśniewska</b> ( <a href="mailto:mawi@umk.pl">mawi@umk.pl</a> ), <b>Marta Błaszczyk</b> ( <a href="mailto:martaslo@umk.pl">martaslo@umk.pl</a> ) - outgoing students; placements	<a href="https://www.umk.pl/en/erasmus/courses/">https://www.umk.pl/en/erasmus/courses/</a> <a href="https://ects.umk.pl/en/">https://ects.umk.pl/en/</a> Semester dates: <a href="https://www.umk.pl/en/erasmus/students/">https://www.umk.pl/en/erasmus/students/</a>
Faculty of Humanities	PL TORUN01	Faculty coordinator: Prof. Zbigniew Nerczuk Faculty of Humanities Erasmus Co-ordinator Fosa Staromiejska 1a 87-100 Toruń Poland Tel. (+48) 56 611 36 75 Fax. (+ 48) 56-611-36-32	English version <a href="http://www.hum.umk.pl/category/wyjazdy-erasmus/">http://www.hum.umk.pl/category/wyjazdy-erasmus/</a>  Polish version <a href="http://www.hum.umk.pl/">http://www.hum.umk.pl/</a>

## B. Mobility numbers<sup>4</sup> 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.]

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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
EE TALLINN 04	PL TORUN01	031	Social Sciences	2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5 months	

<sup>4</sup> 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>)



		0312	Public Administration and Governance			
PL TORUN01	EE TALLINN 04	031	Social Sciences	2 <sup>nd</sup> , 3 <sup>rd</sup>	2x5 months	
		0312	Public Administration and Governance			

[\*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

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 *
EE TALLINN 04	PL TORUN01	031 / 0312	Social Sciences / Public Administration and Governance	1x7 days	1x7 days
PL TORUN01	EE TALLINN 04	031 / 0312	Social Sciences / Public Administration and Governance	1x7 days	1x7 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 <sup>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
EE TALLINN 04	PL TORUN01	English	Estonian	B2 English	B2 English
PL TORUN01	EE TALLINN 04	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]*.

**Tallinn University of Technology EE TALLINN04:** Certificate of English language proficiency (minimum level is B2) is needed. Please find more information: [https://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b\\_application/](https://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_application/)

#### D. Additional requirements

*[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.]*

#### 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/cooperation/erasmus/students/disabled/>

Contact:

<sup>5</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>



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/cooperation/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.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
EE TALLINN04	15 May	15 Nov
PL TORUN01	June, 1 <sup>st</sup>	November, 1 <sup>st</sup>

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

2. The receiving institution will send its decision within 5 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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 exchanges 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."]*

### 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/cooperation/erasmus/students/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

#### **Tallinn University of Technology EE TALLINN04**

Final assessment may be either **graded** or **non-graded**.

- 5 – excellent
- 4 – very good
- 3 – good
- 2 – satisfactory
- 1 – poor
- 0 – failing

In the instance of a non-graded assessment, a threshold shall be established. With a student's reaching or surpassing this threshold, the assessment shall be indicated as sufficient – **A (pass)**, or, in the case of a student's not reaching the threshold, the assessment shall be indicated as not sufficient – **M (fail)**.

#### **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.

<b>Uniwersytet Mikołaja Kopernika w Toruniu</b>	<b>ECTS</b>	
	<b>Grade</b>	<b>Predicate</b>
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
EE TALLINN 04	Kerti Sönmez <a href="mailto:Kerti.sonmez@ttu.ee">Kerti.sonmez@ttu.ee</a> +372 620 3517	<a href="http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_visa-living-permit/">http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_visa-living-permit/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A1">http://www.umk.pl/en/cooperation/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>

## 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
EE TALLINN 04	Kerti Sönmez <a href="mailto:Kerti.sonmez@ttu.ee">Kerti.sonmez@ttu.ee</a> +372 620 3517	<a href="http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/health-insurance-4/">http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/health-insurance-4/</a>
PL TORUN01	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum	<a href="http://www.umk.pl/en/cooperation/guide/issues/#A2">http://www.umk.pl/en/cooperation/guide/issues/#A2</a>



	in Bydgoszcz (+48 52 585 3691)	
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#### 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
EE TALLIN N 04	Kerti Sönmez <a href="mailto:Kerti.sonmez@ttu.ee">Kerti.sonmez@ttu.ee</a> +372 620 3517	<a href="http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_accommodation/">http://www.ttu.ee/studying/exchange-studies/exchange-studies-incomingoutgoing/before-studies/b_accommodation/</a>
PL TORUNO 1	<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a> Tel. Toruń campus (+48 56 611 4928) <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation">http://www.umk.pl/en/cooperation/erasmus/students/application/#Accommodation</a> <a href="http://www.umk.pl/en/cooperation/guide/accommodation/">http://www.umk.pl/en/cooperation/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
EE TALLINN04	Ms Riina Potter ERASMUS+ Institutional Coordinator	19.10. 2017	 Office of Academic Affairs
PL TORUN01	<b>Prof. dr hab. Wojciech Wysota</b>	14.10. 2017	Prorektor ds. Współpracy z Zagranicą i Otoczeniem Gospodarczym prof. dr hab. Wojciech Wysota

<sup>6</sup> Scanned signatures are accepted