

ELTE/9753/2 (2017)



**Erasmus+ Programme**

**Key Action 1**

**– Mobility for learners and staff –  
Higher Education Student and Staff Mobility**

**Inter-institutional agreement 2016-2021  
between programme countries**

**Minimum requirements**

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 (email, phone)	Website (eg. of the course catalogue)
Eötvös Loránd University Faculty of Education and Psychology	HU BUDAPE01	Institutional Erasmus Coordinator: Aniko Szontagh <a href="mailto:erasmus@elte.hu">erasmus@elte.hu</a> 1056 Budapest, Szerb utca 21-23. +36 1 411 6543 Administrative (Faculty) Erasmus coordinator: Tekla Gaál <a href="mailto:erasmus@ppk.elte.hu">erasmus@ppk.elte.hu</a> 1075 Budapest, Kazinczy utca 23-27. +36 1 461 4500/3480 Academic (Departmental) coordinator and signatory: Katalin Felvinczi <a href="mailto:international@ppk.elte.hu">international@ppk.elte.hu</a> 1075 Budapest, Kazinczy utca 23-27 +36 1 461 4500/3468	<a href="http://www.elte.hu/en/erasmus">http://www.elte.hu/en/erasmus</a> <a href="http://eng.ppk.elte.hu">http://eng.ppk.elte.hu</a>
Uniwersytet Mikołaja	PL TORUN01	International Programmes Office,	ERASMUS incoming

<p><b>Kopernika w Torunlu</b> <i>(Nicolaus Copernicus University in Toruń)</i></p>		<p>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 (<a href="mailto:ewader@umk.pl">ewader@umk.pl</a>) – Erasmus Institutional Coordinator (STA, STT)</p> <p>Małgorzata Grudzińska (<a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a>) - incoming students;</p> <p>Marta Wiśniewska (<a href="mailto:mawi@umk.pl">mawi@umk.pl</a>), Marta Błaszczuk (<a href="mailto:martasio@umk.pl">martasio@umk.pl</a>) - outgoing students; Martyna Malec (<a href="mailto:malec@umk.pl">malec@umk.pl</a>) – traineeships</p>	<p>information: <a href="http://www.umk.pl/en/erasmus/">http://www.umk.pl/en/erasmus/</a></p> <p>Lecture catalogue: <a href="http://www.umk.pl/en/erasmus/courses/">http://www.umk.pl/en/erasmus/courses/</a></p> <p>Semester dates: <a href="http://www.umk.pl/en/erasmus/download/">http://www.umk.pl/en/erasmus/download/</a></p>
		<p>Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz tel. (52) 585-36-91</p> <p>Paulina Gyrkow e-mail: <a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></p>	<p><a href="http://www.cm.umk.pl/en/">http://www.cm.umk.pl/en/</a></p>
<p>Faculty of Educational Sciences</p>	<p>PL TORUN01</p>	<p>Lidia Wiśniewska, PhD (<a href="mailto:lidiaw@umk.pl">lidiaw@umk.pl</a>) – Faculty Coordinator</p>	<p><a href="http://www.pedagogika.umk.pl/">http://www.pedagogika.umk.pl/</a></p>

#### B. Mobility numbers 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.

#### Student Mobility (SMS)

FROM	TO	Subject area code [ISCED]	Subject area name	Study cycle	Number of student mobility periods Student Mobility for Studies [total number of months]
HU BUDAPES01	PL TORUN01	0111	Educational Science	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months
PL TORUN01	HU BUDAPES01	0111	Educational Science	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 5 months

### Staff Mobility (STA and STT)

FROM	TO	Subject area code [ISCED]	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
HU BUDAPES01	PL TORUN01	0111	Educational Science	2 x 5 days	1 x 5 days
PL TORUN01	HU BUDAPES01	0111	Educational Science	2 x 5 days	1 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 <sup>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU BUDAPES01	0111	Hungarian	English	EN: B2	EN: B2
PL TORUN01	0111	Polish	English	EN: B2	EN: B2

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

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 BUDAPES01:

Incoming students receive minimum 20 credits in their subject area. 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.)

<sup>1</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>

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

ELTE welcomes students and staff with disabilities and provides information and assistance. Learn more at <http://www.elte.hu/en/disabilities>

Services for incoming students:

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 mentor 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 the semesters ([http://www.elte.hu/en/language\\_courses](http://www.elte.hu/en/language_courses))

For the implementation of STA/STT-mobilities, a letter of invitation – issued by an ELTE contact person – is required.

#### 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 6114926 [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 [counseling@erasmus.umk.pl](mailto:counseling@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. Information on nominated students and their applications must reach the receiving institution by:

Receiving Institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
HU BUDAPE01	Nomination deadline: 10 May; Application deadline: 30 May	Nomination Deadline: 30 October Application deadline: 30 November

PL TORUN01	June, 1st	November, 1st
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**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**.

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.

**HU BUDAPES01:**

**Academic calendar:**

Autumn semester: from 1st-10th September (usually second week of September), till 15th December

spring semester: from 3rd-5th February (usually second week of February), till 15th May

Partner institution should send nominations to [erasmus@elte.hu](mailto: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).

The receiving institution will send its decision within 4 weeks.

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. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

**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

**F. Information**

### 1. Grading systems of the Institutions

**HU BUDAPEST01:** <http://www.elte.hu/en/courses>

The Hungarian academic credit system following Hungarian law is an ECTS-compatible system. The calculation of credits is based on the number of working hours of the students (one credit is 30 student working hours, on average).

At the end of the semester the student's study achievement is evaluated with a grade (1-fail, 2-sufficient or pass, 3-medium or satisfactory, 4-good, 5-excellent). The ECTS conversion table ensures transfer procedures between the Hungarian academic credit system and the ECTS. The recognition of courses completed abroad is based on the credit transfer regulation.

For incoming international students, a Transcript of Records, which contains the code and title of the completed courses, credits, grade, and its ECTS-compatible grade, will be issued at the end of the semester.

ECTS conversion table – System of assessment:

ELTE grade	Equivalent ECTS grade
5 (excellent)	A, B (excellent, very good)
4 (good)	C (good)
3 (satisfactory)	D (satisfactory)
2 (pass)	E (sufficient)
1 (Fail)	FX, F (fail)

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

**A/5** EXCELLENT - outstanding performance

**B/4+** VERY GOOD - above the average standard with only minor errors

**C/4** GOOD - generally sound work with some minor errors

**D/3+** SATISFACTORY - fair but with a number of notable errors

**E/3** SUFFICIENT - fair but with significant shortcomings

**F/2** 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 *zai.* or *zaliczenie* (EN. 'pass') which means that their workload was satisfactory and they have passed the course.

Uniwersytet Mikołaja Kopernika w

ECTS

Torunlu		
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	incoming@ppk.elte.hu	HU BUDAPES01
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)	<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.ms.gov.pl/en/travel_to_poland/">www.ms.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
HU BUDAPES01	incoming@ppk.elte.hu	<a href="http://www.elte.hu/en/healthinsurance">http://www.elte.hu/en/healthinsurance</a>

<b>PL TORUN01</b>	<u><a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a></u> Tel. Toruń campus (+48 56 611 4928)  <u><a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></u> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/issues/#A2">http://www.umk.pl/en/erasmus/life/guide/issues/#A2</a>
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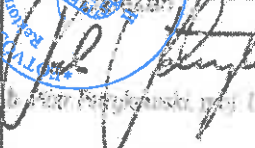

#### 4. Housing

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
HU BUDAPES01	housing@elte.hu	<a href="http://www.elte.hu/en/housing">http://www.elte.hu/en/housing</a>
PL TORUN01	<u><a href="mailto:incoming@erasmus.umk.pl">incoming@erasmus.umk.pl</a></u> Tel. Toruń campus (+48 56 611 4928)  <u><a href="mailto:erasmus@cm.umk.pl">erasmus@cm.umk.pl</a></u> Tel. Collegium Medicum in Bydgoszcz (+48 52 585 3691)	<a href="http://www.umk.pl/en/erasmus/life/guide/accommodation/">http://www.umk.pl/en/erasmus/life/guide/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>2</sup>
HU BUDAPES01	<b>Dr. Gergely Gosztonyi</b> Head of Rector's Cabinet	2017-07-20	 
PL TORUN01	dr hab. Piotr Petrykowski, prof. UMK Dean of the Faculty of Educational Sciences	2017-07-11	 

<sup>2</sup> Scanned signatures are accepted