



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20[21]² 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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Mykolas Romeris universitetas Mykolas Romeris University	LT VILNIUS06	Institutional Erasmus coordinator: Mrs. Audra Dargytė Burokienė; Head of International students Office, Academic Affairs centre, Mykolas Romeris University, Ateities st. 20, LT-08303 Vilnius; Tel./Fax: +370 5 2714695; E-mail: adb@mrui.eu ; erasmus@mrui.eu	http://www.mruni.eu/en/prospective_students/erasmus/
Institute of Philosophy and Humanities			

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.

Institute of Educational Sciences and Social Work		Faculty Coordinators: (0223) prof.dr. Danguolė Jankauskienė Vice-Dean of the Faculty of Politics and Management E-mail: djank@mruni.eu ; (0314, 0313) prof.dr. Irena Žemaitaitytė, Vice-dean of the Faculty of Social Technologies E-mail: Irene@mruni.eu	
Institute of Psychology			
Uniwersytet Mikołaja Kopernika w Toruniu (Nicolaus Copernicus University in Toruń)	PL TORUN01	International Programmes Office, Nicolaus Copernicus University, ul. Gagarina 11, 87-100 Toruń, Poland; tel/fax. +48 56 6114929, tel. 611 -4928, -2246 Ewa Derkowska-Rybicka (ewader@umk.pl) - Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) - incoming students; placements Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martasio@umk.pl) - outgoing students; placements	ERASMUS incoming information: http://www.umk.pl/en/cooperation/erasmus/ Lecture catalogue: http://www.umk.pl/en/cooperation/erasmus/students/study/ Semester dates: http://www.umk.pl/en/cooperation/guide/calendar/
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 23 Fax. (+ 48) 56-611-36-32	http://www.umk.pl/en/cooperation/erasmus/

B. Mobility numbers⁵ 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	TO	Subject area	Subject area	Study cycle	Number of student mobility periods
[Erasmus	[Erasmus				

⁵ 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>)

code of the sending institution]	code of the receiving institution]	code * [ISCED]	name *	[short cycle, 1 st , 2 nd or 3 rd] *	Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships
LT VILNIUS06	PL TORUN01	0314	Sociology and cultural studies	1 st , 2 nd	2 students, total of 10 months	
		0313	Psycholog y	1 st , 2 nd , 3 rd	2 students, total of 10 months	
		0223	Philosophy	1 st	2 students, total of 10 month	
PL TORUN01	LT VILNIUS06	0314	Sociology and cultural studies	1 st , 2 nd	2 students, total of 10 months	
		0313	Psycholog y	1 st , 2 nd , 3 rd	2 students, total of 10 months	
		0223	Philosophy	1 st	2 students, total of 10 month	

[*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 [total number of days of teaching periods or average duration *]	
LT VILNIUS06	PL TORUN01	0314	Sociology and cultural studies	1 staff, 1 week, minimum 8 teaching hours per week	1-2 staff, 1 week
		0313	Psychology	1 staff, 1 week, minimum 8 teaching hours per week	
		0223	Philosophy	1 staff, 1 week, minimum 8 teaching hours per week	
PL TORUN01	LT VILNIUS06	0314	Sociology and cultural studies	1 staff, 1 week, minimum 8 teaching hours per week	1-2 staff, 1 week
		0313	Psychology	1 staff, 1 week, minimum 8 teaching hours per week	
		0223	Philosophy	1 staff, 1 week, minimum 8 teaching	

				hours per week	
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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]
LT VILNIUS06	All	English	English	B2 level is recommended for full advantage of the mobility.	B2 level is recommended for full advantage of the mobility.
PL TORUN01	All	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].

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.]

At the receiving institution **LT VILNIUS06**:

1. All incoming students shall have to complete on-line application package at https://stdb.mruni.eu/anketos/online_application.php
2. Every incoming student is entitled to courses of 30 ECTS per semester.
3. Every incoming student upon arrival receives access to his/her electronic study records book at the University's information system "IS STUDIJOS".
4. Incoming persons with visual or moving disabilities are asked to contact the International students office (erasmus@mrni.eu) and they will be provided assistance by the responsible staff member.

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>

At the receiving institution **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:

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/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

- 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]
LT VILNIUS06	20 April (nominations) 1 May (applications of students)	20 November (Nominations) 30 November (applications of students)
PL TORUN01	June, 1 st	November, 1 st

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

2. The receiving institution **LT VILNIUS06** will send its decision within 6 weeks after deadline of applications.

The receiving institution _____ will send its decision within [x] weeks.

3. A Transcript of Records will be issued by the receiving institution **LT VILNIUS06** no later than 5 weeks after the assessment period has finished. Please note that the Transcript of Records may be somewhat delayed during holiday periods.

A Transcript of Records will be issued by the receiving institution _____ no later than [xx] 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

This Agreement will be effective when it is signed by the representatives of both institutions and will be valid for the time period stated above. It may be subject to revision or modification from time to time by mutual agreement including the attachment of additional schedules as they are developed. Either party reserves the right to terminate this Agreement upon twelve months' written notice to the other party. In this case, the program(s) or the activity(ies) already approved by both parties shall be allowed to be completed under the conditions of this agreement. 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 **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.

F. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

The receiving institution **LT VILNIUS06:** Mykolas Romeris University uses a criterial ten-point grading scale for assessment of the learning outcomes and a cumulative nature of assessment is applied in order to ensure active work of students during the students. Cumulative assessment shall assess learning outcomes by means of interim evaluations. The final grade is made of the grades of interim evaluations and grades of the examination. Usually, the assessment of the examination makes 60-70 per cent of the final grade, whereas that of interim evaluations – 30-40 per cent.

Table below provides a Grading scheme and grade distribution guidance:

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Threshold of passing	Grading system (ten-points)	Brief description of knowledge and abilities	Percent of achieved learning objectives	Percent of grade distribution for undergraduate students	Percent of grade distribution for master level students	Conversion into former ECTS grade
PASSED	10	Excellent, exceptional knowledge and abilities (excellent)	> 95	10	11	A
	9	Sound, good knowledge and abilities (very well)	> 85	15	18	B
	8	Better than average knowledge and abilities (well)	> 75	20	24	C
	7	Average knowledge and abilities, there are minor mistakes (average)	> 65	20	20	C
	6	Knowledge and abilities (skills) are lower than average, there are mistakes (satisfactory)	> 55	17	14	D
	5	Knowledge and abilities (skills) satisfy minimal requirements (poor)	> 50	18	12	E
FAILED	4	Minimal requirements are not satisfied (Unsatisfactory)	< 50	-	-	-
	3					
	2					
	1					

Detailed description of the System of the assessment of learning outcomes:

http://www.mruni.eu/mru.lt/dokumentai/centrai/akademiniu_reikalai/centras/teises_aktai/Assessment_table.pdf

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 *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
Zaliczenie / 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
LT VILNIUS06	acoord@mruni.eu ; Erasmus@mruni.eu	http://www.mruni.eu/en/prospective_students/erasmus/
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/cooperation/guide/issues/#A1 Polish Ministry of Foreign Affairs www.ms.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
LT VILNIUS06	acoord@mruni.eu ; Erasmus@mruni.eu	http://www.mruni.eu/en/prospective_students/erasmus/
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/cooperation/guide/issues/#A2


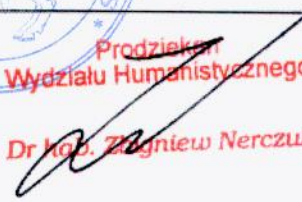
4. Housing

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
LT VILNIUS06	acoord@mruni.eu ; erasmus@mruni.eu	http://www.mruni.eu/en/prospective_students/accommodation/
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/cooperation/erasmus/students/application/#Accommodation http://www.umk.pl/en/cooperation/guide/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
LT VILNIUS06	Assoc.prof.dr. Giedrius Viliūnas, Vice-Rector for Education	2014-02-13	
PL TORUN01	Prof. Zbigniew Nerczuk Vice-Dean of the Faculty of Humanities	23 XII 2013	 Prodziekan Wydziału Humanistycznego Dr hab. Zbigniew Nerczuk

⁸ Scanned signatures are accepted