



Erasmus+ Programme

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

Inter-institutional agreement 2018-2021 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 | Erasmus code | Contact details | Website |
|---|--------------|--|---|
| Sofia University St. Kliment Ohridski | BG SOFIA06 | Mrs. Tatyana Tsaneva – Head of IRO 15 Tzar Osvoboditel Blvd., Sofia 1504 Phone: 00359 2 9308 220, Email: intern@admin.uni-sofia.bg Erasmus Coordinator of Faculty of Slavic Studies: Prof. Ameliya Licheva, PhD Tel.: (+359 2) 9308 439, licheva@yahoo.com | https://www.uni-sofia.bg https://erasmus.uni-sofia.bg/site/income/courses/courses-20172018-academic-year/ |
| 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, -4788 Ewa Derkowska-Rybicka (ewader@umk.pl) – Erasmus Institutional Coordinator (STA, STT) Małgorzata Grudzińska (incoming@erasmus.umk.pl) – incoming students; Marta Wiśniewska (mawi@umk.pl), Marta Błaszczuk (martaslo@umk.pl) – outgoing students; Martyna Malec (malec@umk.pl) – traineeships Collegium Medicum in Bydgoszcz (medical sciences): International Programmes Department ul. M. Curie Skłodowskiej 9, 85-067 Bydgoszcz | ERASMUS incoming information: http://www.umk.pl/en/erasmus/ Lecture catalogue: http://www.umk.pl/en/erasmus/courses/ Semester dates: http://www.umk.pl/en/erasmus/downloads/ http://www.cm.umk.pl/en/ |

| | | | |
|----------------------|-------------------|--|--|
| | | tel. (52) 585-36-91 Paulina Gyrkow e-mail: erasmus@cm.umk.pl | |
| Faculty of Languages | PL TORUN01 | Faculty coordinator: Dariusz Pniewski, PhD hab. | http://www.fil.umk.pl/pl/kat_41,158_Wladze_Wydzialu.html http://www.ilp.umk.pl/spis-pracownikow/pniewski/dariusz.pniewski@umk.pl |

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 October in the preceding academic year.

| FROM | TO | 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 |
| BG SOFIA06 | PL TORUN01 | 0.90 (222) | Languages and Philological Sciences | All | 15 (3 students x 5 months) | None |
| PL TORUN01 | BG SOFIA06 | 0.90 (222) | Languages and Philological Sciences | All | 15 (3 students x 5 months) | None |

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 |
| BG SOFIA06 | PL TORUN01 | 0.90 (222) | Languages and Philological Sciences | 10 (2 teachers x 5 days) | |
| PL TORUN01 | BG SOFIA06 | 0.90 (222) | Languages and Philological Sciences | 10 (2 teachers 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 | Optional: Subject area | Language of instruction 1 | Language of instruction 2 | Recommended language of instruction level ¹ | |
|-----------------------|------------------------|---------------------------|---------------------------|--|-----------------------------|
| | | | | Student Mobility for Studies | Staff Mobility for Teaching |
| BG SOFIA06 | | English | | B2 | B2 |
| PL TORUN01 | | English | | B2 | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

BG SOFIA06: In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: Intern@admin.uni-sofia.bg.

Information for incoming students - <https://erasmus.uni-sofia.bg/site/income/>.

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**-nabilities, – 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.

¹ 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>

E. Calendar

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

| Receiving institution | Autumn term | Spring term |
|-----------------------|---|---|
| BG SOFIA06 | Nomination: June, 15th Application: June, 30th | Nomination: November, 15th Application: November, 30th |
| PL TORUN01 | June, 1 st | November, 1st |

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**.

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

BG SOFIA06:

Description of the institutional grading system:

- 6 = Excellent – outstanding performance
- 5 = Very good – above the average standard but with some errors
- 4 = Good – generally sound work with notable errors
- 3 = Satisfactory – fair but with significant shortcomings
- 2 = Fail – considerable further work is required

ECTS grading scale:

- A - Excellent – outstanding performance with only minor errors
- B = Very good – above the average standard but with some errors
- C = Good – generally sound work with notable errors
- D = Satisfactory – fair but with significant shortcomings
- E = Sufficient – performance meets the minimum criteria
- F = Fail – considerable further work is required

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 | Contact details | Website for information |
|-------------|---|---|
| BG SOFIA06 | International Relation Office Phone: (+359 2) 9308 220 intern@admin.uni-sofia.bg | https://erasmus.uni-sofia.bg/site/income/practical-information-2/visa/ |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) | 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 | Contact details | Website for information |
|-------------|---|--|
| BG SOFIA06 | International Relation Office Phone: (+359 2) 9308 220 intern@admin.uni-sofia.bg | https://erasmus.uni-sofia.bg/site/income/practical-information-2/visa/ https://www.mfa.bg/ - Ministry of Foreign Affairs |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) | http://www.umk.pl/en/erasmus/life/guide/issues/#A2 |

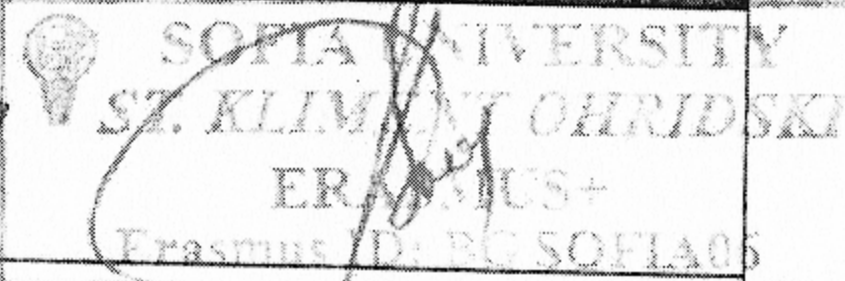

4. Housing

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 | Contact details | Website for information |
|-------------|---|---|
| BG SOFIA06 | International Relation Office Phone: (+359 2) 9308 220 intern@admin.uni-sofia.bg | https://erasmus.uni-sofia.bg/site/income/practical-information-2/accommodation/ |
| PL TORUN01 | incoming@erasmus.umk.pl Tel. Toruń campus (+48 56 611 4928) | http://www.umk.pl/en/erasmus/life/guide/accommodation/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution | Name, function | Date | Signature ² |
|-------------|---|----------------|---|
| BG SOFIA06 | Prof. Anastas Gerdjikov Rector, Erasmus+ Institutional Coordinator | 16. 11. 2017 |  |
| PL TORUN01 | Prof. Przemysław Nehring Dean of the Faculty of Languages | 2017 - 11 - 20 | Dziekan  dr hab. Przemysław Nehring, prof. UMK |

² Scanned signatures are accepted